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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 11, 1970

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 11, 1970 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Hartman
Mr. Lovenstein
Dr. Riggleman
Mr. Snyder
Dr. Wallace
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the July 3, 1970 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of July. There were questions, comments and discussion of the following:

1. Articles from professional journals on the supply and demand of librarians, and a survey which addressed itself to the general rise in prices in the acquisition of periodicals.

2. Extension of public library services in the Cedar Grove and Chesapeake communities.

3. The West Virginia Library Commission Public Library Trainees who have been assigned to the Kanawha County Public Library for their internship of one year.

4. The gasoline now purchased, for the use of the Library's truck and Mobilibrary, from the City of Charleston at a substantial savings to the Library.

5. The introduction of new equipment in library routines which would improve the quality and scope of clerical endeavors.

6. The State Department of Commerce movie which was filmed, in part, at the Library.

Afterwards, the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 158 and General Bills List No. 158, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Williamson, seconded by Mr. Hartman and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 157 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Williamson, seconded by Mr. Hartman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds. Mr. Lovenstein, Chairman, reported that the City of Charleston and the State Department of Highways have completed plans on the improvement of Quarrier Street between Capitol and Summers which includes landscaping on the library's side of Quarrier Street. Drawings were exhibited. Following

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discussion, the matter was referred to the Building and Grounds Committee with authorization to meet and work with the State Highway Department and the City of Charleston.

General Services Administration - Payments. In the absence of Mr. Hopkins for whom he reported, Mr. Lovenstein said that the library's proposal in resolving the payment obligations to the General Services Administration totaling $284,208.00, has been presented to Governor Moore, Senator Byrd and Congressman Slack who have assured him of their complete endorsement and cooperation. After discussion, it was moved by Mr. Snyder, seconded by Dr. Riggleman that the following resolution be adopted:

> RESOLVED, That the Special Committee, Mr. Hopkins, Chairman, be authorized to proceed with the matter with the hope that the project would be concluded successfully.

Motion carried.

St. Albans Branch Library Building Project. Mr. Lovenstein reported that the Appalachian Regional Commission, by letter dated July 20, 1970, announced approval of a $28,123.00 grant for assistance in the construction of a second-story addition to the St. Albans' Branch of the Kanawha County Public Library. There was discussion afterwards.

Gifts, Bequests and Endowments Committee. Mr. Lovenstein, who had been invited to inquire about the availability of a Margery Clark painting of the old Kanawha County Public Library, reported that arrangements for its showing at the new Library have been approved by Norman L. Fagan. Certain provisions of the Arts and Humanities Council, present owners of the painting, he said, would

have to be met; namely, that insurance coverage be provided while the painting is on loan to the Kanawha County Public Library. After discussion, upon motion by Dr. Wallace, seconded by Mrs. Anderson, it was moved that the Library Director be authorized to write to Mr. Fagan expressing our interest in the loan and assuring the Council that insurance coverage would be provided. Motion carried.

UNFINISHED BUSINESS

Correspondence - State Tax Commissioner. Mr. Stone reported that the Library was in receipt of a letter from Charles H. Haden II, State Tax Commissioner which stated, in part, that

> "Registered public accountants may be included in the listing of auditors as possible appointees by the state tax commissioner to conduct post-audits of non-tax levying funds...."

Previously, Mr. Stone said, only certified public accountants were listed.

NEW BUSINESS

Public Library Trainee. The Director presented the application of Mrs. Frances Fontaine and reported on her undergraduate studies at West Virginia State College. Mr. Williamson, who had also met and spoken with the applicant, and the Library Director recommended that she be appointed as a public library trainee; a program funded under the Library Services and Construction Act. Following discussion, it was moved by Mr. Williamson, seconded by Dr. Wallace and unanimously

> RESOLVED, That Mrs. Frances Fontaine be appointed as public library trainee effective September 1, 1970.

West Virginia Library Commission Meeting. Mr. Hartman reported on the West Virginia Library Commission meeting with Librarians and Trustees which was held on July 24, 1970. Some of the items discussed were the following:

1. Ten local or regional libraries were represented by 16 librarians and trustees. Miss Dora Parks and five other staff members attended as well as Mrs. Hopkins and Mrs. Glaser of the West Virginia Library Commission. Mr. Winowich and I represented the Kanawha County Public Library.

2. The 1971/1972 Library Commission budget request was reviewed.

3. Mr. Winowich suggested having a librarian-in-residence at small libraries and trailer libraries in smaller communities.

4. The Commission is directly serving communities in southeastern West Virginia since no community library is doing this.

5. Grant-In-Aid is based on $.50 per capita and a provision would consider an amount to be granted for square miles served.

6. Consideration will be given to supporting attendance of library staff members and trustees (board members) at institutes and regional meetings.

7. Trustees are to be encouraged to attend the November meeting of the West Virginia Library Association at the Greenbrier Hotel, where a special session may be held on how to get legislators to support Library Commission requests.

8. Smaller libraries need all the financial and technical assistance available.

Architect's Contract - St. Albans Branch. The Director reported that he was in receipt of preliminary drawings and Architectural Contract for the addition to the St. Albans Branch Library Building. He noted especially the generosity of the architect who wished to

donate $1,000.00, of his fee to the project. There was discussion. Afterwards, it was moved by Mr. Lovenstein, seconded by Mr. Williamson and unanimously

> RESOLVED, That the Chairman, Building and Grounds Committee, and the Library Director meet with representatives of the St. Albans Board to consider the drawings and contract and following approval, that the President be authorized to sign the Architectural Contract.

Motion carried.

Upon motion of Mrs. Anderson, seconded by Mr. Snyder and unanimously

> RESOLVED, That a special account to be called, "Construction Account - St. Albans Branch Library" be established within the Budget to handle construction funds.

Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A G Lyons
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 8, 1970

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 8, 1970 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Hartman
Mr. Lovenstein
Mr. Ray
Mr. Springer
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the August 11, 1970 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of August. There was additional discussion on the following:

1. Grant-In-Aid Funding,
2. Public Library Trainees,
3. Margery Clark Painting,
4. Off-set duplicating by members of the staff.

Afterwards, the Library Director's report was accepted and filed.

Approval of Bills. The Library Director submitted Book Bills List No. 159 and General Bills List No. 159, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hartman,

seconded by Mr. Lovenstein and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 158 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hartman, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Personnel Committee. The Library Director reported for the committee. A proposed Health Policy, similar to one adopted by the Kanawha County Board of Education and recommended by the Personnel Committee, was submitted by the Library Director for consideration by the Board. The policy statement read as follows:

"HEALTH POLICY

"Physical Examinations and Chest X-Rays

"1. A physical examination will be required of all applicants as a requisite to employment. The applicant will bear the expense of this physical examination. The examination form will be furnished by the Library Director's Office.

"2. A physical examination may be required of an individual employee upon recommendation of the Personnel Committee of the Kanawha County Public Library Board of Directors.

"3. The Kanawha County Public Library Board of Directors encourages all personnel to have annual physical examinations and chest x-rays at three-year intervals.

"4. The Library Director's Office will make and keep a record of physical examinations taken and x-rays made during the year."

There was discussion. Afterwards, it was moved by Mr. Ray, seconded by Mr. Lovenstein and unanimously

RESOLVED, That the Health Policy as considered and recommended by the Personnel Committee for employees of the Kanawha County Public Library be approved, adopted and become effective September 8, 1970.

Motion carried.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported the following:

That a meeting was held on August 31, 1970 in the Board Room of the Library and was attended by the following persons: Mr. Stone, Mr. Lovenstein, Mr. Winowich, Mr. Heavener, Architect, Mr. Hinckley and Mr. Greenwood.

Mr. Greenwood was appointed by the St. Albans Library Board as "Clerk of the Works."

The Architect's Contract, availability of state and federal funds and investment in the State Sinking Fund of local matching money were discussed.

It was moved by Mr. Lovenstein, seconded by Mr. Springer that the local funds, representing $33,640.00 be remitted to the State Sinking Fund Commission for investment. After discussion, the motion was carried.

It was moved by Mr. Lovenstein, seconded by Dr. Wallace that Mr. William A. Heavener, Architect, be paid $2,835.00 (representing 35% of 6% fee of estimated cost of $135,000.00) be made to the

architect for services rendered. Following discussion, the motion carried.

There was discussion of the Architect's Contract, AIA Document B131, Standard Form of Agreement Between Owner and Architect. Certain additions and deletions were suggested. Afterwards, it was moved by Dr. Wallace, seconded by Mr. Hartman that the following resolution be adopted:

> RESOLVED, That the Architect's Contract be referred to a special committee composed of Mr. Jacobson, Mr. Lovenstein and Mr. Springer for consideration and following their approval that the President be authorized to sign the document.

Motion carried.

Budget Committee. Mr. Ray reviewed the State Tax Commissioner's directives dated June 24, 1969 and March 31, 1970 concerning "post-audits of all non-tax levying funds." Mr. Ray also submitted the names of the following firms and these are listed in alphabetical order:

1. Arnett, Parkins and Foster
2. Fitzhugh, Erwin, McKee and Hickman
3. Howell and Paterno
4. Witschey, Harman and White

Following discussion, the names as submitted were approved and the Library Director was authorized to forward the information to the State Tax Commissioner.

St. Albans Library. Mr. Springer reported that the 1970 St. Albans Town Fair was successful. He announced that the net receipts totaled approximately $17,000.00.

After discussion, it was moved by Mr. Springer, seconded by Mr. Lovenstein and unanimously

> RESOLVED, Subject to approval by the Building and Grounds Committee prior to the next meeting of the Library Board, the Library Director is authorized to advertise for bids for the construction of the proposed addition to the St. Albans Library.

Motion carried.

Standing Committees. The President discussed Standing Committee appointments and a list was shown to the members present. A copy will be mailed to each member of the Library Board and is filed with the minutes of this meeting.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

STANDING COMMITTEES

1970

Book Committee

Brown, Mrs. Benjamin B., Chairman
Hartman, Mr. Harold F., Jr.
Maurice, Mr. John D.
Springer, Mr. Donald F.
Wallace, Dr. William J. L.

Budget Committee

Hopkins, Mr. Charles, Chairman
Jacobson, Mr. Bernard H.
Lovenstein, Mr. L. K.
Ray, Mr. John V.
Snyder, Mr. Walter F.

Building and Grounds Committee

Lovenstein, Mr. L. K., Chairman
Chilton, Mr. W. E., III
Harper, Dr. O. M.
Riggleman, Dr. Leonard
Williamson, Mr. Charles

Finance Committee

Ray, Mr. John V., Chairman
Hopkins, Mr. Charles
Jacobson, Mr. Bernard H.
Stone, Mr. A. Guy
Thomas, Mr. L. Newton

Gifts, Bequests and Endowment

Anderson, Mrs. Wilson, Chairman
Brown, Mrs. Benjamin B.
Thomas, Mr. L. Newton
Wallace, Dr. William J. L.
Williamson, Mr. Charles

Personnel Committee

Snyder, Mr. Walter F., Chairman
Chilton, Mr. W. E., III
Kleeman, Mr. Sydney M.
Maurice, Mr. John D.
Riggleman, Dr. Leonard

Service Committee

Kleeman, Mr. Sydney M., Chairman
Anderson, Mrs. Wilson
Harper, Dr. O. M.
Hartman, Mr. Harold F., Jr.
Springer, Mr. Donald F.

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

COMMITTEE ASSIGNMENTS

1970

Name	No. of Committees	Committee Assignment
Anderson	2	Gifts, Bequests and Endowment - Service
Brown	2	Book - Gifts, Bequests and Endowment
Chilton	2	Building and Grounds - Personnel
Harper	2	Building and Grounds - Service
Hartman	2	Book - Service
Hopkins	2	Budget - Finance
Jacobson	2	Budget - Finance
Kleeman	2	Personnel - Service
Lovenstein	2	Budget - Building and Grounds
Maurice	2	Book - Personnel
Ray	2	Budget - Finance
Riggleman	2	Building and Grounds - Personnel
Snyder	2	Budget - Personnel
Springer	2	Book - Service
Thomas	2	Gifts, Bequests and Endowment - Finance
Wallace	2	Book - Gifts, Bequests and Endowment
Williamson	2	Building and Grounds - Gifts, Bequests and Endowment

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

STANDING COMMITTEES

Book Committee

The Book Committee shall, subject to such instruction as the Library Board may give, direct the policy of the library in the selection, purchase and binding of books, pamphlets, magazines, and newspapers, and the selection and purchase of films, phonograph records and other non-book materials.

Budget Committee

The Budget Committee shall prepare an annual budget of expenditure, and submit it to the Library Board.

Building and Grounds Committee

The Building and Grounds Committee shall have supervision of the library building, vehicles, equipment and grounds.

Finance Committee

The Finance Committee shall supervise and manage the special library funds and income received from sources other than taxation. The President of the Library Board may be chairman of the committee and the Treasurer of the Library Board may be treasurer of the committee.

Gifts, Bequests and Endowment Committee

The Gifts, Bequests and Endowment Committee shall be charged with the responsibility of informing the public of the opportunity for gifts, bequests and endowments to the library, and the study of all questions arising in connection with gifts, bequests and endowment funds.

Personnel Committee

The Personnel Committee shall advise the Director in the employment and/or discharge of the library staff. All professional staff appointments and dismissals shall be made by the Library Board, after receiving the recommendation of the Director and the committee. All non-professional and custodial staff shall be appointed by the Director, under such rules as the Personnel Committee may adopt therefor.

Services Committee

The Services Committee shall, subject to such instructions as the Library Board may give, direct the policy of the library in the extension of library services to the communities of Kanawha County, other than the City of Charleston, by bookmobile and other methods; and, generally, the services rendered to the citizens of Kanawha County by the library.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 13, 1970

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 13, 1970 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Hartman
Mr. Hopkins
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Springer
Mr. Thomas

Also present was Mr. William Heavner, Architect, St. Albans Branch Library Building Project, who was welcomed.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the September 8, 1970 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of September:

1. A series of monthly programs held in The John V. Ray Room and sponsored by community organizations in cooperation with the Kanawha County Public Library.

2. The Marjory Clark painting of the former Capitol Annex and library building on exhibit in the Board of Directors Room and on loan from the West Virginia Arts and Humanities Council.

3. The reproduction of catalog cards.

4. The addition to the staff of Mr. Charlton Smith, a public library trainee and a recent library school graduate.

Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 160 and General Bills List No. 160, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 159 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Stone reported the following:

1. The Building and Grounds Committee approved certain additions and deletions in the Architect's contract and recommended that the President, who was authorized to enter into an agreement with Mr. William Heavner, execute the document which was satisfactory also to the architect.

2. Legal advertisements were scheduled to appear on three dates in both the Charleston Daily Mail and the Charleston Gazette.

3. The building project bid opening was scheduled for Monday, November 9, 1970 at 3:00 p.m. in the Board of Directors Room.

4. That the plans and specifications have been approved by the Building and Grounds Committee, its "Clerk-of-the-Works," Mr. Greenwood, by the State Fire Marshall and by the consultant employed by the West Virginia Library Commission.

5. There was some question, within the Bid Form, whether to include the number of calendar days it would take to complete the project or to leave the entry blank. After much discussion, upon motion by Mr. Ray, seconded by Mr. Thomas, it was unanimously

RESOLVED, That the entry be blank so that each bidder may record the number of days he feels are needed to complete the project.

Construction Account - St. Albans Branch Library. Mr. Lovenstein reported that the Library was in receipt of an invoice from William A. Heavner, Architect, for services rendered. It was moved by Mr. Lovenstein, seconded by Mr. Hopkins that Mr. William A. Heavner, Architect, be paid $5,265.00 for services rendered. Motion carried.

UNFINISHED BUSINESS

St. Albans Library. Mr. Springer reported the following:

1. Circulation of library materials exceeded 108,000.

2. Book stock totaled more than 20,000 volumes.

3. Registration of new borrowers, for the fiscal year (1969/1970) numbered 2,762 of whom 1,715 were adults.

4. Annual Town Fair net receipts were $18,082.28.

5. The appropriation of funds $10,000 annually for the operation and maintenance of the St. Albans Branch Library were noted as follows:

	By the City of St. Albans	By the Library Board
1966/1967	$5,000	$5,000
1967/1968	5,500	4,500
1968/1969	5,500	4,500
1969/1970	6,500	3,500
1970/1971	7,000	3,000

6. The services of Mr. Jim Johnson who was a member of the St. Albans Library Board since 1957 and is no longer serving in that capacity. It was regularly moved, seconded and unanimously carried that the following resolution be spread upon the minutes of this meeting:

WHEREAS, Mr. James B. Johnson who has served his community and its St. Albans Public Library Board of Directors faithfully and diligently since 1957; and

WHEREAS, Mr. Johnson has involved himself as an active and dedicated member of many committees, chairman of some and Treasurer of the Library Board,

THEREFORE BE IT RESOLVED, That Mr. James B. Johnson be recognized by the Kanawha County Public Library Board of Directors for his many years of service and counsel to the St. Albans Public Library Board of Directors and that this resolution be spread upon the minutes of this meeting.

7. Mr. Stone's letter of October 2, 1970, addressed to the Internal Revenue Service, regarding the exemption status of the Branch.

NEW BUSINESS

West Virginia Library Association Conference. The Director stated that the Annual Conference of the West Virginia Library Association would be held in White Sulphur Springs on November 6 and 7, 1970. Upon motion by Mr. Ray, seconded by Dr. Riggleman, it was unanimously

RESOLVED, That an allowance not to exceed $100.00 for each of four staff members be paid from the regular budget and the Director's expenses to be paid from federal funds administered by the West Virginia Library Commission for attendance at the West Virginia Library Conference, November 6-7, 1970.

Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 10, 1970

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 10, 1970 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Dr. Harper
Mr. Hopkins
Mr. Jacobson
Mr. Lovenstein
Mr. Ray
Mr. Snyder
Mr. Thomas
Dr. Wallace

Also present were Mr. Henry B. Hinckley, President of the St. Albans Public Library Board of Directors, and Mr. Ralph Greenwood, Clerk of the Works, who were welcomed by Mr. Stone.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the October 13, 1970 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October. Comments and discussions were made on the following:

1. Gasoline purchases made by arrangement with the City of Charleston have resulted in a substantial net savings, to-date, of $111.26.

2. The Extension Department, as a part of its outreach program, had placed several collections of books in senior citizen centers located in Charleston, South Charleston and St. Albans.

3. Organized visits to the library, particularly by school children and adult education groups are encouraged and continue to be a popular and meaningful activity and experience.

4. The Certificate of Merit Award and Citation presented to the Board of Directors, St. Albans Public Library by the West Virginia Library Association was read.

West Virginia Library Association Citations. Awards were made to St. Albans Public Library Board of Directors and to Nicholas Winowich. Upon motion of Mr. Ray, seconded by Mr. Lovenstein, it was moved that the Citation awarded to the St. Albans Public Library Board of Directors by the West Virginia Library Association on November 6, 1970 be recorded as a part of the minutes of this meeting. Motion carried.

Certificate of Merit

"West Virginia Library Association
Hereby Confers On
Board of Directors
St. Albans Public Library
In Recognition and Appreciation
Of Many Years Of
Outstanding and Dedicated Service
To Libraries and Librarianship
In
West Virginia

Robert D. Willets
President

November 6, 1970
Date

Nicholas Winowich
Chairman, Awards Committee"

Citation

"BOARD OF DIRECTORS

"ST. ALBANS PUBLIC LIBRARY

"Awards and recognitions, traditionally, have been presented by the West Virginia Library Association to Trustees, Librarians and Authors who have served

their constituency, profession and readership with dignity, with dedication and with distinction.

"Tonight, for the first time, we recognize a group of people who have made a remarkable contribution to libraries and librarianship in West Virginia. Representatives of that group are among us tonight.

"Members of the Board of Directors of the St. Albans Public Library converted a dream of many years' standing into reality. Their spirit and energy helped to construct a handsome and functional building in 1963. A second-story is soon to be added. But that is the end of the tale. Let us go back to the beginning.

"In 1952, the Board of Directors of the St. Albans Public Library was organized. In 1953, the first library building was opened. And, in that same year, the Board conceived an idea which has done much to generate an enthusiasm for books, reading, and library use - an annual Town Fair was held for the benefit of the ST. Albans Public Library. This idea has been widely copied by other organizations, but seldom have they equalled the financial success of the Town Fair.

"Individual names cannot be mentioned because many have accomplished much. It is enough to say that this special award is offered and presented by the West Virginia Library Association.

"To the men and women of the
St. Albans Public Library Board
of Directors who have 'More mountains
to cross and other streams to ford.'"

Mr. Stone read from the Citation and Certificate of Merit Award presented to Mr. Nicholas Winowich by the West Virginia Library Association on November 6, 1970. Upon motion by Mr. Ray, seconded by Mr. Lovenstein, it was moved that the honor bestowed upon Mr. Nicholas Winowich, Library Director, be recorded as a part of the minutes of this meeting. Motion carried.

Certificate of Merit

"West Virginia Library Association
Hereby Confers On
Nicholas Winowich
This Certificate of Merit
In Recognition and Appreciation
Of Many Years Of
Outstanding and Dedicated Service
To Libraries and Librarianship
In
West Virginia

Robert D. Willets
President

November 6, 1970
Date

John E. Scott
Special Chairman, Awards Committee"

Citation

"NICHOLAS WINOWICH

"He has come a long way since he was born not too many years ago in a neighboring state. World War II is more than just a chapter in a history book to him as he loves to tell of his experiences - at least some of them - during this time. He saw active duty overseas immediately after graduating from high school and had to postpone attending college until after the war.

"Very interested in sports, particularly as a spectator, he loves tennis and would like to be able to devote more time to it. An active church member, he once taught a highly successful Sunday School class for young adults. He is fond of children and gives much love and attention to his own three.

"Interested in drama but too busy for active participation, he satisfies this interest by serving as a Board member of the Creative Arts Festival and the Kanawha Players. He is an indefatigible civic worker. His service with the Chamber of Commerce, YMCA, hospitals, Sunrise, and Children's Museum and Planetarium in various capacities have brought him high esteem and respect.

"Graduating from Bethany College in 1949 and earning the Masters degree in Library Science from Carnegie Tech in 1950, he is now one of the top-rate librarians in the State of West Virginia.

"When he first became librarian of the largest public library in the State of West Virginia it was plagued with financial problems and housed in an outmoded landmark building of the City. As Director of the Kanawha County Public Library, he has moved the library forward in a steady and progressive way. He worked hard for the adoption of a library law to set the Kanawha County Public Library on a sound financial basis. One of the highlights of his administration is the beautiful new library building on Capitol Street, including the unusual sculpture in front of the library.

"He is a professional librarian in the true sense of the word. A dedicated member of the West Virginia Library Association, he has served it well in various capacities from President on down. He is an active member of the American Library Association and plays a prominent part in the Middle Atlantic Regional Conference.

"We who know him well know what an effective partner his wife, Ruth, has been in all that he has achieved. She has been a warm, charming, intelligent, and enthusiastic supporter of his many varied interests and activities.

"'Nick,' as he is affectionately known to his friends, colleagues, and associates, has presented more WVLA awards to others than any one I know. Now it our pleasure to present him with this award of 1970 for his significant achievements in librarianship - Mr. Nicholas Winowich."

Approval of Bills. The Library Director submitted Book Bills List No. 161 and General Bills List No. 161, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 160 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein reported on the public opening of bids for the second floor addition to the St. Albans Branch

Library held in the Board Room of the Library on Monday, November 9, 1970 at 3:00 p.m. Bid tabulation forms were distributed to members present, and contents explained. Mr. Lovenstein noted further that Complete Building Service listed Alternate #6 - Shelving - at $300.00. The representative, afterwards, stated that the figure was in error and that the amount should have been submitted as $3,000.00. Following considerable discussion, the following resolutions were adopted unanimously:

Upon motion of Mr. Ray, seconded by Mr. Jacobson, it was

RESOLVED, That the Building and Grounds Committee, including also Mr. Hinckley and Mr. Greenwood, be authorized to accept the lowest bid as submitted provided the architect and the St. Albans Library Board are in agreement and provided that the Kanawha County Public Library receives $98,785.00 from state funds; and

RESOLVED FURTHER, That the Kanawha County Public Library lend $18,000.00 to the St. Albans Library Board to be used for the purchase of furniture and equipment and that the sum of $18,000.00 be refunded to Kanawha County Public Library.

Upon motion of Mr. Lovenstein, seconded by Mr. Ray, it was unanimously

RESOLVED, That the President of the Library Board be authorized to talk with Governor Moore for the purpose of seeking release of $98,275.00 from state funds committed by West Virginia to the St. Albans Branch Building project.

Upon motion of Mr. Lovenstein, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Director be authorized to write a letter to Miss Dora Ruth Parks, Executive Secretary of the West Virginia Library Commission, for the purpose of seeking additional construction funds which are needed for the St. Albans Branch Building project.

Librarian's Visit. Mr. Charlton Smith of our Extension Department staff, a 1970 graduate of the University of Maryland Library School and this library's public library trainee, talked about library services extended to physically and visually handicapped readers, senior citizens and the library as an information center. There was considerable discussion afterwards. Because of the lateness of the hour, Mr. Smith was invited to return.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 8, 1970

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 8, 1970, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Ray
Dr. Riggleman
Mr. Snyder
Mr. Thomas
Mr. Williamson

Also present were Mrs. Helen Miller, Chief Extension Librarian, and Mr. Charlton Smith.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the November 10, 1970, meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the library for the month of November. There was additional discussion on the following:

1. Circulation of library materials.
2. Miss Pearl Buck's visit to the Kanawha County Public Library.
3. The scope, depth and quality of the children's book collection.
4. Rusting of the sculpture and our concern and attempt to correct the situation.
5. Book reviews and art exhibits.

6. Finally, slides of Miss Buck's visit were shown on a projector given to the library by Kanawha Players in memory of Mr. James L. Rossman.

Approval of Bills. The Library Director submitted Book Bills List No. 162 and General Bills List No. 162, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 161 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. In the absence of Mr. Hopkins, Chairman, Mr. Ray reported that the Budget Committee met to consider proposed expenditures of Library Services and Construction Act Funds for Fiscal 1970/1971. The Library Director spoke of the proposed furniture and book expenditures for the Kanawha County Public Library, Dunbar Public Library, Nitro Public Library and South Charleston Public Library. Following additional comments by Mr. Ray there was discussion. Afterwards, upon motion by Mr. Ray, seconded by Mr. Williamson, it was moved that the Library Services and Construction Act Funds in the sum of $37,939 be expended as follows:

Public Library Trainee Salaries	$ 3,240.00
Furniture and Equipment	11,694.00
Books	23,005.00
	$37,939.00

Furniture

For Kanawha County Public Library	$ 9,655.00	
For Dunbar Public Library	1,739.00	
For Nitro Public Library	300.00	$11,694.00

Books

For Kanawha County Public Library	16,005.00	
For South Charleston Public Library	3,000.00	
For Dunbar Public Library	2,000.00	
For Nitro Public Library	2,000.00	$23,005.00

Salaries

Public Library Trainees	$ 3,240.00
	$37,939.00

Building and Grounds Committee. A report on the St. Albans building project was made by Mr. Stone. Following conversations and meetings with Mr. Boggs of the State Department of Finance and Administration, Mr. David Childers of the West Virginia Library Commission and Mr. Ray, the President determined it was in the best interest to sign the construction contract. Considerable discussion followed, afterwards, the following resolution was adopted:

> RESOLVED, That the President hereby be authorized to sign the construction contract with Complete Building Service for the second floor addition to the St. Albans Public Library for a sum of $150,218.00 which includes the base bid and alternates Number 3, Number 4 and Number 5.

Librarian's Visit. Mrs. Miller and Mr. Smith spoke of their duties and the work of the Extension Department. There was considerable discussion.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 26, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 26, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Dr. Harper
Mr. Hartman
Mr. Hopkins
Mr. Jacobson
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Snyder
Mr. Springer
Mr. Thomas
Dr. Wallace
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the December 8, 1970, meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the library for the month of December. There was additional discussion on the following:

1. The death of Mr. Jerry Maxie formerly employed as a custodian.

2. Increase in grant-in-aid payments to Kanawha County Public Library.

3. The extension of the Library Services and Construction Act through June, 1976 when President Nixon signed PL 91-600 into law.

4. Public Library trainees.

5. Mrs. Dorothy Strock's gift of a pastel portrait to the Boys and Girls Department. The work was shown to the members present.

Afterwards, the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director reported that Book Bills List No. 163 and General Bills List No. 163, were duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director reported that Special Funds List No. 162 was duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Hopkins, Chairman, reported that the Budget Committee and Mr. Stone met on Friday, January 15, 1971 to consider the proposed budget for 1971/1972 submitted by the Library Director. The Chairman presented the following report:

"To: Members, Board of Directors
Kanawha County Public Library

"Ladies and Gentlemen:

"Following consideration of the proposed budget for 1971-72, the Budget Committee instructed Mr. Winowich to rework the budget for presentation as follows:

1. Use same receipt figures as last year with regard to the Board of Education, County Court, and City of Charleston;

2. That the grant in aid figure which was shown as an actual sum be removed and marked 'pending';

3. That the book expenditures not be decreased;

4. All positions marked in the budget 'to be appointed' be removed from the budget;

5. That over-all expenditures for operating the library not exceed that of 1970-1971.

"The new budget submitted by Mr. Winowich shows an outlay for the year 1971-72 of $555,522. This compares with the outlay of 1970-71 of $554,515, or an increase of .001%.

"Receipt requests in the budget from the Board of Education and County Court of $232,415 and the City of Charleston of $90,656 are the same as those paid this year.

"The new budget provides for an increase in salary of $900 for the Director; $50 per month increases for all members of the staff designated as professional; thirteen non-professional staff members have been given $40 per month increases; eighteen $25 per month increases; and one Junior Clerk position shows an increase of $10 per month. The total expenditures for salaries aggregate $182,849.

"These increases in salary were made possible by deleting from the previously presented budget the position of assistant director at $12,000 per year, a children's librarian at $8,100 per year, and the retiring of Mr. Harold McKinstry, whose salary in the new budget was shown at $9,000 per year. The deletions in this category amount to a total of $29,100. Other deletions from the budget included a special clerk at $3,660, the discontinuance of the title 'graphic arts' and removal of that employee from the staff at $4,200, Junior Clerk at $3,660, and library aides $1,991. The position of Angela Gibson was deleted since Mrs. Gibson will retire before the new budget takes effect, and Mr. Willie Richardson, who had served as Junior Clerk of Graphic Arts, also has been removed from the library staff. The deletions amount to a total of $13,691.

"The custodian position of Jeremiah Maxie has been discontinued. Mr. Maxie is deceased and his position will not be refilled.

"Other adjustments in the budget considered by the Committee and the one before you today include a savings of $35 under Workmen's Compensation, $100 under travel, $2,914 under Social Security and by keeping the book fund the same as in 1970-71, $7,525 in books. These reductions total $10,574.

"Thus, the aggregate reductions between the two budgets amount to $53,365.

"I am pleased to inform you that the sum of $45,172 is anticipated from Federal monies for the year 1971-72. As Budget Committee Chairman, I recommend to you that of this sum $9,000 be spent to retain Mr. McKinstry's services and $8,100 be utilized to hire a librarian for the second floor of the St. Albans library. This expenditure would amount to $17,100, which would leave a balance from Federal monies of $28,072. I, also, recommend that the Board go on record earmarking the $28,072 remainder to be allocated for the purchase of books.

"I move that this budget be adopted for 1971-72 with the recommendations affirmed."

"/s/ Charles Hopkins
Charles Hopkins, Chairman Budget Committee"

Copies of the amended, proposed budget were distributed to each member present. Following discussion, on motion by Mr. Hopkins, seconded by Mr. Williamson, the budget for the fiscal year 1971/1972 as proposed and considered was approved and adopted by the unanimous vote of the Board Members present.

Upon motion of Mr. Ray, seconded by Mr. Williamson, the following resolution was unanimously adopted:

RESOLVED, That the Library Board hereby expresses its thanks and appreciation to Mr. Hopkins for all the work he has done on the budget.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County. Mr. Hopkins moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1971, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West

Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Williamson, and upon a vote being taken, the motion carried unanimously.

Mr. Hopkins moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1971, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Williamson, and upon a vote being taken, the motion carried unanimously.

Mr. Hopkins moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1971, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Williamson, and upon a vote being taken, the motion carried.

Building and Grounds Committee. Mr. Lovenstein reported on the St. Albans Branch building project. Several letters were read.

1. Letter of intent dated December 15, 1970 which was sent to Complete Building Service upon recommendation by the Building and Grounds Committee.

2. Letter of extension dated January 8, 1971 which was sent to Complete Building Service upon recommendation by the Building and Grounds Committee.

3. Letter from Governor Moore dated January 21, 1971 and addressed to Mr. Stone. The Governor stated,

"I am pleased to advise that I have authorized the allocation of $98,785 in State matching

funds from the State Library Commission to the Kanawha County Public Library Board for construction of an additional story to its branch library at St. Albans, West Virginia."

After discussion, upon motion of Mr. Lovenstein, seconded by Mr. Springer, it was moved that the three letters be received and filed.

Mr. Lovenstein also reported that the St. Albans investment of $33,640 with the State Sinking Fund Commission earned, through December 31, 1970, an interest of $654.50.

Personnel Committee. Mr. Snyder, Chairman, reported that the Kanawha County Public Library was invited by the West Virginia State Employment Security Agency to participate in its program called STEP (Supplemental Training and Employment Program). He described it as follows:

1. It is a work experience and training program.

2. It is designed to give short-term meaningful experience and training in the public and private non-profit sector of the economy.

3. The library qualifies as a public agency.

4. The library is required to train and supervise enrollee and to be responsible for schedule and record keeping.

5. Each trainee must work 8 hours a day, 5 days, 40 hour total each week. By coincidence, he said, the first applicant was a former page having worked previously after school, Saturdays and vacation periods.

Following discussion, upon motion by Mr. Hopkins, seconded by Dr. Wallace it was unanimously

RESOLVED, That the Kanawha County Public Library participate in STEP and that the Library Director be authorized to execute the Memorandum of Agreement.

Personnel and Salary Changes. The Library Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

BUDGET 1971/1972
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Professional	$159,500	
Non-Professional	182,849	
Substitutes	3,400	
	$345,749	
Books		
Books	$ 78,350	
Binding	6,100	
Periodicals	7,000	
	$ 91,450	
Other Expenses		
Salaries - Building	$ 33,120	
Building Supplies	4,000	
Furniture and Equipment	-----	
Insurance	5,900	
Memberships	325	
Miscellaneous	9,968	
Office and Library Supplies	12,900	
Printing	-----	
Repairs and Maintenance	4,000	
Service Contracts	4,535	
Social Security	15,240	
Travel	1,450	
Utilities	23,400	
Vehicles - Repairs and Expense	2,900	
Workmen's Compensation	585	
	$118,323	
TOTAL OPERATING AND MAINTENANCE EXPENSES		$555,522
OTHER CAPITAL SUPPORT		
Building Purchase Contract		35,763
TOTAL BUDGET		$591,285

Receipts

Board of Education	$232,415	
County Court	232,415	
City of Charleston	90,656	
St. Albans	10,000	
Miscellaneous	17,940	
Grant-In-Aid	Pending	
State Sinking Fund	5,500	
Balance with Sheriff	2,359	
Total	$591,285	
Building Purchase Contract	35,763	
Total for Operations		$555,522

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1971/1972

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$1,516.00	$ 18,200
Chief Children's Librarian	Wilma Brown	875.00	10,500
Chief Circulation Librarian	Ruth Figgatt	875.00	10,500
Chief Extension Librarian	Helen Miller	825.00	9,900
Chief Processing Librarian	Doris Walker	875.00	10,500
Chief Reference Librarian	Frances Gerard	800.00	9,600
Circulation Librarian	Frances Dillinger	800.00	9,600
Circulation Librarian	Alice Gygax	825.00	9,900
Circulation Librarian	Eleanor Keenan	775.00	9,300
Reference Librarian	June Martin	775.00	9,300
Reference Librarian	Gretchen Schwinger	725.00	8,700
Extension Librarian	Charlton Smith	725.00	8,700
Extension Librarian	Evelyn Coskey	750.00	9,000
Branch Librarian	Clara Hampton	825.00	9,900
Preparation Librarian	Robert Simmons	650.00	7,800
Processing Librarian	Annie Liu	675.00	8,100
Grant-In-Aid			Pending
			$159,500

Non-Professional Staff

Executive Assistant	Lorena Ammar	700.00	8,400
Special Clerk	Mae Thomas	500.00	6,000
Special Clerk, Branch	Henrietta Kidd	485.00	5,820
Special Clerk, Branch	Martha Moran	485.00	5,820
Special Clerk, Branch	To be appointed	425.00	5,100

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Branch	Laura Shropshire	$335.00	$ 4,020
Senior Clerk, Office	Virginia Banning	350.00	4,200
Senior Clerk, Office	Charlotte Barton	350.00	4,200
Special Clerk, Extension	Franca Martin	425.00	5,100
Junior Clerk, Extension	Donna Page	320.00	3,840
Junior Clerk, Extension	Janet McCune	365.00	4,380
Junior Clerk, Extension	Ann Caldwell	320.00	3,840
Junior Clerk, Processing	Susan Pauley	350.00	4,200
Junior Clerk, Processing	Joycelyn Kyte	335.00	4,020
Junior Clerk, Processing	Augustine Porter	320.00	3,840
Junior Clerk, Processing	Patricia Tuttle	320.00	3,840
Senior Clerk, Processing	Regina McLendon	380.00	4,560
Junior Clerk, Processing	Sandra Trimble	335.00	4,020
Senior Clerk, Processing	Patricia Whitlock	395.00	4,740
Special Clerk, Circulation	Cortez Johnson	425.00	5,100
Junior Clerk, Circulation	Janet Lambert	350.00	4,200
Junior Clerk, Circulation	Iris McDaniel	380.00	4,560
Junior Clerk, Circulation	John Topliff	350.00	4,200
Junior Clerk, Circulation	Sara Meadows	365.00	4,380
Junior Clerk, Circulation	Augusta Black	335.00	4,020
Junior Clerk, Circulation	Sharon Patton	305.00	3,660
Special Clerk, Boys and Girls	Betty Jane Harper	425.00	5,100
Junior Clerk, Boys and Girls	Mary Lee	350.00	4,200
Junior Clerk, Boys and Girls	Mary Lewis	320.00	3,840
Junior Clerk, Boys and Girls	Mary Trout	320.00	3,840
Junior Clerk, Reference	Onnalee Arcuri	320.00	3,840
Messenger	Robert Henson	395.00	4,740

Position	Employee	Monthly Salary	Annual Salary
Mobilibrary Driver	Floyd Bowen	$560.00	$ 6,720
Pages - 135 hours per week x 52 @ $1.30			9,126
Pages - 195 hours per week x 52 @ $1.00			10,374
Library Aides			11,009
			$182,849

Substitutes

Librarians	$ 3,400

Books

Books	
Boys and Girls	$13,000
Circulation	26,000
Extension	26,000
Reference	11,000
Grant-In-Aid	Pending
	$76,000
Audio-Visual	$ 2,000
Binding	$ 6,100
Periodicals	$ 7,000
Postage	$ 350
	$15,450
Total	$91,450

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	James L. Thomas	$730.00	$ 8,760
Custodian	Bernard Ellis	395.00	4,740
Custodian	Herbert Hundley	410.00	4,920
Custodian	Clarence Jones	335.00	4,020
Janitor (Part-time)	Moses Adams	205.00	2,460
Janitress (Part-time)	Miriam Skiles	167.50	2,010
Elevator Attendant	Mary Jackson	335.00	4,020
Custodian, Branch (Part-time)	Hubert Buckner	182.50	2,190
			$33,120

Building Supplies

Fluorescent tubes and incandescent lamps	$ 500
Wax, steel buffing pads, brooms, mops, soap and other items	3,500
Uniforms	
	$ 4,000

Furniture and Equipment

None

Insurance

Comprehensive Insurance Program	$ 5,900

Memberships

American Library Association	$ 270
West Virginia Library Association	5
Library Automation Research/Consulting	50
	$ 325

Miscellaneous

Legal advertising	$ 476
Audit	750
Refunds on lost books - paid	350
Refunds on deposits	15
Security Officers	8,177
Petty Cash Disbursements	200
	$ 9,968

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationery, printed forms and other supplies	$ 3,400
Library Supplies	
Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards and other supplies	6,400
Reading Clubs	
Noble Order of Bookworms, Library Club of America, Vacation Reading Club	------
Postage	
Postal cards, stamped envelopes and stamps	3,100
	$12,900

Printing

None

Repairs and Maintenance

General repairs and maintenance	$ 4,000

Service Contracts

Office Machines	$ 1,200
Property Protection Company - recharging of fire extinguishers	35
Elevators (2) Booklift (1)	2,900
Fire Alarm System	150
Air Conditioning	250
	$ 4,535

Social Security

Contributions on earnings up to $7,800	$15,240

Travel

Director to attend American Library Association Midwinter Meeting/ Chicago	$ 350
Director and two staff members to attend American Library Association annual Summer Meeting/Dallas	800
Institutes and Seminars	300
	$ 1,450

Utilities

Electricity	$16,000
Gas	2,000
Telephone	3,200
Sewerage	1,000
Water	1,200
	$23,400

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for Mobilibrary and truck	$ 1,200
Washing and waxing Mobilibrary and truck	100
Mobilibrary and truck - maintenance and repair	1,600
	$ 2,900

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers) at 10¢ per $100	$ 350
Amount based on Class K-4 employees (building staff) at 35¢ per $100	116
Amount based on Class G-11 employees (Mobilibrary drivers) at $1.15 per $100	119
	$ 585

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 16, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 16, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Hartman
Mr. Ray
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the January 26, 1971 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of January. There was additional discussion on the following:

1. The problem of unauthorized removal of books from libraries and the use of methods and equipment to reduce and prevent loss.

2. Procedures and practices employed by the library to secure the return of overdue books.

3. It was suggested that an inventory be taken and that the work be conducted by members of the St. Albans staff who would be available when the Branch "closed down" during construction.

4. The library received the first payment on the St. Albans Branch project.

5. The administration's budget recommendation for the Library Services and Construction Act in 1972 has been reduced and library construction (Title II) eliminated.

Afterwards, the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director reported that Book Bills List No. 164 and General Bills List No. 164, were duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Dr. Wallace and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director reported that Special Funds List No. 163 was duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Dr. Wallace and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. William Heavner, architect for the St. Albans Construction Project, gave a progress report which is noted as follows:

1. Outside, finished brick has been selected and approved and is available for immediate delivery.

2. Shop drawings have been approved by the architect.

3. Structural steel drawings are in the process of being prepared.

4. Some progress had been made to-date on the project with the weather an important factor to be considered.

5. The contractor has the necessary and adequate insurance and workmen's compensation as required by the job specifications.

There were questions and discussion afterwards.

The Library/Board of Education/County Court Meeting. Mr. Stone reported that he, Mr. Lovenstein and the Library Director represented the Library Board at its meeting with the Kanawha County Court held on

Wednesday, February 10, 1971. Also present were representatives of the school board (Mr. Snyder, Dr. Stansbury and Mr. Wehrle), Mayor Dodson and Attorney Casey. A full report was made to the Library Board with references to stories appearing in the daily newspapers. Mr. Stone read from a Daily Mail editorial, THE LIBRARY IS WORTH TOO MUCH TO RISK IN A DISPUTE OVER COSTS, appearing in the Friday, February 12, 1971 issue and which reads as follows:

> "At the instigation of the Kanawha County Court, the Court, the Board of Education and the Library Board are at it again over whose job it is to support the Kanawha County Public Library.
>
> "Incident to the dispute over finance, they are also at odds over what kind of an institution the library is. Is it an adjunct to the education system and hence chargeable to the Board of Education? Or is it an esthetic and cultural establishment whose costs should be borne by something else?
>
> "Obviously, there is some room for differences of opinion. Thus the renewal of the argument. Even more obvious is the fact that the library serves the whole of the public and has no choice but to look to that public for its support. Once that is understood, the rest of the problem falls into clearer perspective.
>
> "Understandably, perhaps, the County Court would like to get out from under. Just as understandably, the Board of Education and the City of Charleston are in no hurry to pick up the difference. Like the County Court, they have other problems.
>
> "One advantage of the present formula is that it works. Aside from the library's thousands of patrons, no one may be completely happy with it. The fact remains that under its terms, whereby the costs are allocated to the city, the county and the board, the public library has been saved from bankruptcy, re-established in handsome new quarters and transformed from an object of apology to a source of community pride and enlightenment.
>
> "Because it works, the people of Kanawha County have a public library and a library service which cannot be

> matched anywhere else in the state - so much so that other communities in the state are trying to apply it to their own needs. As a small fraction of the total cost of all local government, it is worth every cent it costs."

Afterwards, the Library Director reported that he had a conversation with House of Delegates member Richardson concerning legislation that might be introduced affecting the present appropriations formula. The Library Director was assured that there would be none.

Friends of the Library Organization. There was discussion concerning the organization of a Friends of the Library group. No action was taken.

Personnel and Salary Changes. The Library Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 9, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 9, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Dr. Harper
Mr. Hartman
Mr. Lovenstein
Dr. Riggleman
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the February 16, 1971 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of February. With emphasis and urgency he talked about the proposed reduction in Library Services and Construction Act funding. There was considerable discussion. Afterwards, upon motion by Mr. Williamson, seconded by Dr. Harper, it was moved that the Library Director be authorized to write Senator Byrd and Congressman Slack, members of appropriation committees, soliciting and encouraging their support of the Library Services and Construction Act before Congress.

Approval of Bills. The Library Director reported that Book Bills List No. 165 and General Bills List No. 165, were duly certified and approved in accordance with the Bylaws, and on motion by Mr. Williamson, seconded by Dr. Riggleman and duly adopted, it was ordered that the bills set out on

the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director reported that Special Funds List No. 164 was duly certified and approved in accordance with the Bylaws, and on motion by Mr. Williamson, seconded by Dr. Riggleman and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Insurance Committee. In the absence of Mr. Hopkins, Chairman, the Library Director presented an informative view of the Library's insurance program. Listed below are some areas of coverage:

Comprehensive

Library Building	$2,460,000
Library Building, St. Albans (to be adjusted later following completion of construction project)	150,000
Furniture and Equipment in Library Building	300,000
Furniture and Equipment in St. Albans	15,000
Fountain	10,000
	$2,935,000

Books, Valuable Papers, Card Catalogs, Paintings	$2,008,583
Liability, Comprehensive, Personal and Property	$300,000/$1,000,000
Vehicular	$300,000/$1,000,000
Exhibit (Works of art on loan to Kanawha County Public Library and on exhibit)	$10,000
Glass	Replacement
Crime	
Loss of Miscellaneous Cash	$1,000

Afterwards, there was discussion.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported on the condition of the St. Albans Branch Library Construction Account and is recorded as follows:

Local matching funds invested in State Sinking Fund with Interest	$33,640.00	
	654.50	
		$34,294.50
Project Receipts		16,486.20
		$50,780.70
Project Payments		20,607.75
Balance to date		$30,172.95

There was discussion afterwards.

Construction Account - St. Albans Branch Library. Following an explanation by Mr. Lovenstein of Certificate For Payment #1, dated March 8, 1971, submitted by Complete Building Service to the architect and approved by him, it was moved by Mr. Lovenstein that payment be made to the following:

Complete Building Service $12,419.00

The motion was seconded by Dr. Riggleman.

During discussion, it was noted that the amount was included in Project Payment (listed above). Afterwards, upon a vote being taken the motion was carried.

NEW BUSINESS

Audit Report. Mr. Lovenstein presented the "Report of an Audit of the Account of Kanawha County Public Library, Charleston, West Virginia, July 1, 1968 to June 30, 1969, submitted by Howell and Paterno, Certified Public Accountants. Mr. Lovenstein read the Auditor's comments and the memorandum of March 10, 1971 prepared by Mr. Aaron Rapking. Following discussion upon motion of Mr. Lovenstein, seconded by Mr. Williamson, it was moved that the audit report be received and filed. Motion carried.

American Library Association's Survey. Mr. Hartman reported that a survey prepared by the American Library Association was directed to the governing board of a library and entitled, "The Trustee Checks His Library." He said it asked some basic questions:

1. Is the library doing its job?

   Physical plant

   Services

   Staff

   Community Relations

   Finances

Following a careful study he "believes the library looks in very favorable condition." There was discussion of a long range development plan being prepared by the Library Director and a select committee for consideration at a future date by the Services to the Community Committee.

Middle Atlantic Regional Library Federation, Inc. The Library Director reported that a meeting of its Board of Directors, of which he is a member, is scheduled to be held in Philadelphia or Baltimore in March, 1971.

After discussion, upon motion by Dr. Riggleman, seconded by Mr. Lovenstein, the following resolution was adopted:

> RESOLVED, That the Library Director be granted permission to attend the Middle Atlantic Regional Library Federation, Inc. Board of Directors Meeting to be held in March, 1971 and that expenses not to exceed $150.00 be paid.

Mrs. Laverta Spurlock's Retirement. The Library Director reported that Mrs. Laverta Spurlock would retire effective July 1, 1971 following 44 years of faithful and dedicated service. It was suggested that recognition be extended and that Mrs. Anderson, Mrs. Brown and the Library Director make appropriate arrangements.

Personnel and Salary Changes. The Library Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 13, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 13, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Lovenstein
Mrs. Anderson
Mr. Hartman
Mr. Jacobson
Mr. Ray
Mr. Snyder

In the absence of the President, Mr. Lovenstein, Vice-President, presided. The Secretary reported that a quorum was present. The minutes of the March 9, 1971 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March. Following comments and discussion the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director reported that Book Bills List No. 166 and General Bills List No. 166, were duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hartman, seconded by Mr. Jacobson and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 165, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hartman, seconded by Mr. Jacobson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported that the St. Albans Branch Library Construction money of $33,640.00, representing local matching funds for the second-story building project and made available by the St. Albans Library Board, was invested with the State Sinking Fund Commission on August 27, 1970. The interest on the investment to be earned, as of May 15, 1971, would be $1,972.00. Following discussion, it was moved by Mr. Jacobson, seconded by Mr. Snyder that the total amount of $35,612.00, on deposit with the State Sinking Fund Commission, be withdrawn and deposited in the Library's Construction Account - St. Albans Branch Library for the purpose of making payments on the building project. Motion carried.

Construction Account - St. Albans Branch Library. Following an explanation by Mr. Lovenstein of Certificate For Payment #2, dated April 2, 1971, submitted by Complete Building Service to the architect and approved by him, it was moved by Mr. Jacobson that payment be made to the following:

Complete Building Service $31,946.40

The motion was seconded by Mr. Snyder. Mr. Lovenstein informed the members present that Certificate #2, as well as previous requests for construction payment, are submitted to the West Virginia Library Commission which in

return supplies 80% of the monthly requistion. In this instance, the amount totaled $25,557.12. Afterwards, upon a vote being taken the motion carried.

Personnel Committee. Mr. Snyder, Chairman, reported that the Library Director had received a request from Miss Wilma Brown, Chief, Children's Librarian, for permission to attend a special children's literature conference in England. The request was for a two-week leave of absence with pay. Following discussion, it was moved by Mr. Snyder, seconded by Mr. Hartman and unanimously

> RESOLVED, That Miss Wilma Brown, Chief, Children's Librarian, be granted a two-week leave of absence with pay, August 1-15, 1971, to attend the International Course in Children's Literature given by the Loughborough Library School located near London, England.

Motion carried.

Gifts, Bequests and Endowment Committee. Mrs. Anderson, Chairman, reported that the library was in receipt of a gift, "New Snow on West Virginia," a print by Millie Anderson. The print is signed and numbered (#167 of 1,000). Mrs. Anderson suggested that it be placed in The Roy Bird Cook Room with other West Virginiana materials. Following discussion, it was regularly moved, seconded and unanimously

> RESOLVED, That the print, "New Snow on West Virginia" by Millie Anderson be accepted and that the Library Director be directed to send her a letter of thanks and appreciation.

Motion carried.

Mrs. Anderson presented the following report:

ARTHUR HANSON MEMORIAL FUND

Progress Report

INCOME

Invested	$5,000.00	
Interest as of November 15, 1970	200.00	
Interest as of May 15, 1971	200.00	
		$5,400.00

EXPENDITURE

Purchased	
Ruby Chamness Painting	200.00
Balance to be May 15, 1971	$5,200.00

Mrs. Anderson reported that the Library Director was informed of a possible memorial gift which might reach $2,000.00. Afterwards, there was discussion of the status of a trust fund agreement prepared and presented previously by Mr. Ray. It was suggested that Mr. Ray confer with Mr. Stone and that a report be made at the next meeting of the Library Board scheduled to be held on Tuesday, May 11, 1971.

Mrs. Anderson reported that plans honoring Mrs. Laverta Spurlock are incomplete but expected to be finalized shortly.

NEW BUSINESS

Audit Report. Mr. Lovenstein presented the "Report of an Audit of the Accounts of the Kanawha County Public Library, Charleston, West Virginia, from July 1, 1969 to June 30, 1970," submitted by Arnett, Parkins and Foster, Certified Public Accountants. Mr. Lovenstein read the Auditor's comments and stated he had spoken with Aaron Rapking, formerly, Assistant Superintendent, Financial Affairs, Kanawha County Schools, about the report. Following discussion it was ordered that the audit report be received and filed.

Proposed Cincinnati Public Library Visit. The Library Director requested authorization to visit the Extension Department of the Cincinnati Public Library with members of our staff including Mrs. Miller, Miss Coskey and Mr. Smith. The purpose of the working visit, he stated, was to meet with our counterparts and to see and discuss extension department operations. After discussion, and upon motion of Mr. Ray, seconded by Mr. Jacobson it was unanimously

> RESOLVED, That the Library Director and the three Extension Librarians be granted permission to visit the Cincinnati Public Library and that expenses not to exceed $200.00 be funded through the West Virginia Library Commission and Library Services and Construction Act travel funds.

Motion carried.

Personnel and Salary Changes. The Library Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

L. K. Lowenstein
Vice-President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 11, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 11, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Dr. Harper
Mr. Hartman
Mr. Hopkins
Mr. Jacobson
Dr. Riggleman
Mr. Snyder
Mr. Springer
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the April 13, 1971 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of April. Comments and discussion were made on the following:

1. The library's book selection committee, its organization, purpose, function and performance.

2. Miss Evelyn Coskey, Extension Librarian, is the author of an article to be published in the October, 1971 issue of Library Trends on public library services in Appalachia.

3. The generosity of the West Virginia Library Commission which made it possible to purchase a window-type air conditioner and secretarial chair for use in the Dunbar Public Library.

4. The library expects to receive a gift of approximately $200.00 to be given by the local chapter of American Society of Mechanical Engineers.

Approval of Bills. The Library Director reported that Book Bills List No. 167 and General Bills List No. 167, were duly certified and approved in accordance with the Bylaws, and on motion by Dr. Wallace, seconded by Mr. Hopkins and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 166, duly certified and approved in accordance with the Bylaws, and on motion by Dr. Wallace, seconded by Mr. Hopkins and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. The Library Director reported for the chairman who was in Washington, D. C. The Quarrier Street project is expected to be completed, weather permitting, by the middle of June. Following completion, the library's side of the street would be landscaped and would include plantings such as trees, shrubs and ground cover. There was discussion afterwards.

Construction Account - St. Albans Branch Library. Following an explanation by the Library Director of Certification For Payment #3, dated May 3, 1971, submitted by Complete Building Service to the architect and approved by him, it was moved by Mr. Hopkins, that payment be made to the following:

Complete Building Service $18,576.30

The motion was seconded by Dr. Wallace. Upon a vote being taken, the motion was carried.

Personnel Committee. Mr. Snyder, Chairman, reported for the Committee and suggested consideration of sick leave and vacation allowances for library aides, who were employed by the Library and who worked less than a full forty-hour week but who are employed to work a full year. Following discussion it was moved by Mr. Hopkins, seconded by Dr. Wallace and unanimously:

RESOLVED, That the library aides be granted full sick leave benefits.

Motion carried.

NEW BUSINESS

Library Board Memberships. Since the membership terms of Mrs. Brown, Dr. Riggleman and Mr. Snyder expire on June 30, 1971, the President appointed a Library Board Membership Committee consisting of Mr. Hopkins, Chairman, Mrs. Anderson and Mr. Ray to consider and recommend nominations for the Library Board of Directors. The Committee was asked to make its report at the June meeting.

Purchase Agreement - Eighth Payment. The Director reported that an eighth payment $36,769.41 ($13,085.41 of interest and $26,684.00 of principal) was due and payable on June 1, 1971, to General Services Administration Region III. Following discussion, it was moved by Mr. Snyder, seconded by Mr. Jacobson, that the said payment be made. Motion carried.

Hanson Gift Investment. The Director reported that the Hanson gift had been reinvested in a U. S. Treasury 5% note due May 15, 1972. The principal amount not including the Chamness Painting of the former Kanawha County Public Library Building purchase for $200.00 is $5,031.25 and includes an accrued interest of $247.81 having a total value of $5,279.06.

St. Albans Branch Library. Mr. Springer reported on the following:

1. The St. Albans Branch, is scheduled to receive an additional $8,478.00 from the Library Services and Construction Act through the West Virginia Library Commission. The money would be applied towards the purchase of furniture and equipment.

2. The second-floor addition of the Branch Library is expected to be completed about July 1, 1971.

3. Invitations to bid on furniture and equipment would be published in the Charleston Gazette and the Charleston Daily Mail on May 14, 21 and 28, 1971. Bid openings will be held on June 4, 1971 at 3:00 p.m. E.D.T. in the Board of Directors Room of the Kanawha County Public Library.

   Delivery of furniture is expected by August 20, 1971 and installation completed by September 3, 1971.

   An Open House is planned for Sunday, September 26, 1971 from 2:00 p.m. - 5:00 p.m. Several persons were suggested as speakers for the occasion.

4. It was recommended by Mr. Springer that the Branch Library be closed on Saturdays during the summer months of June, July and August. The Branch would continue to be opened to the public Monday through Friday, from 12:00 p.m. to 9:00 p.m. Following discussion, it was moved by Mr. Springer, seconded by Dr. Wallace, that the following resolution be adopted:

RESOLVED, That the Library Board approve the summer Saturday closing of the St. Albans Branch for the months of June, July and August, and that the present schedule be resumed in September.

Motion carried.

It was suggested that a committee be appointed to negotiate an agreement of appropriation with the City of St. Albans. The President appointed the following to serve: Mr. Springer, Chairman, Mr. Kleeman, Mr. Ray and Dr. Wallace.

Personnel and Salary Changes. The Library Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 8, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 8, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Ray

Also present were Mr. Henry B. Hinckley, President of the St. Albans Public Library Board of Directors and Mr. William Heavner, Architect.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the May 11, 1971 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of May. Comments and discussion were made on the following:

1. Retirement of library personnel: Mrs. Laverta Spurlock, Special Clerk, Extension Department; Mrs. Alice Gygax, Circulation Librarian and Mr. Harold McKinstry, Reference Librarian.

2. Receipt of several gifts including these:

    a) Woman's Kanawha Literary Club - $500.00

    b) American Association of University Women of St. Albans - $340.30

3. The appointment of a special three-man screening committee was established to advise the West Virginia Library Commission on the successor to Miss Dora Ruth Parks who is scheduled to retire in January, 1972. Members are: Mr. Campbell Beall, former Commission member, Mr. Harold Apel, Marshall University Librarian and Nicholas Winowich.

4. A supplementary grant of $550.00 was made available by the West Virginia Library Commission for the purchase and installation of a window type air conditioner and posture chair for the Dunbar Public Library.

5. Changes in record keeping in the Catalog Department made it possible to simplify certain work procedures.

6. Mrs. Miller, Miss Coskey and Mr. Smith of the Extension Department and the Library Director visited the Cincinnati Public Library on May 18-19, 1971.

Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Library Director reported that Book Bills List No. 168 and General Bills List No. 168, were duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out in the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 167, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out in the said list be paid.

Reports of Committees.

Building and Grounds. Mr. Lovenstein, Chairman, reported that furniture and equipment bids for the St. Albans Branch Library were opened publicly on Friday, June 4, 1971 at 3:00 p.m. E.D.T. in the Board of Directors Room of the Kanawha County Public Library. Bids were received from the following:

Architectural Products, Inc.
Bailey, Inc.
Business Systems, Inc.
Kyle and Company
Rose City Press
S. Spencer Moore Company
Thomas Office Supply

Copies of Bid Tabluation and Equipment Bid Analysis, prepared by Mr. Heavner, Architect, were distributed.

After discussion, upon motion by Mr. Lovenstein, seconded by Mr. Ray, it was moved that the furniture and equipment listed on the "Equipment Bid Analysis" sheet as amended and submitted by the architect for the sum of $14,545.66 be accepted for purchase.

Mr. Heavner gave a progress report on the second floor, St. Albans construction project.

Mr. Lovenstein reported that the Quarrier Street project was expected to be completed within a matter of days. The street and sidewalks were paved and plantings were to be placed by Saturday.

Mr. Lovenstein reported that $69,443.13 in Grant-In-Aid Funds were received by the Kanawha County Public Library in the 1970/1971 fiscal year. Expenditures were made as follows:

Account #1100 Professional Salaries	$27,220.00
Account #3150 Furniture and Equipment	12,244.00
Account #2200 Books	29,563.00
Account #3600 Travel	416.13
Total Grant-In-Aid Expenditures	$69,443.13

It was moved by Mr. Lovenstein, seconded by Mr. Ray that the library's budget for the 1970/1971 fiscal year be amended to show receipts and expenditures as listed above. Motion carried.

Construction Account - St. Albans Branch Library. Following an explanation by Mr. Lovenstein of Certification For Payment #4, dated May 26, 1971, submitted by Complete Building Service to the architect and approved by him, it was moved by Mr. Lovenstein, that payment be made to the following:

Complete Building Service $20,103.90

The motion was seconded by Mr. Hopkins. Upon a vote being taken, the motion was carried.

Personnel Committee. The Library Director reported that Mrs. Alice Gygax, Catalog and Circulation librarian since June 27, 1960, was scheduled to retire by June 30, 1971. However, because of staff vacations and absences, the Library Director asked for authorization to extend Mrs. Gygax's employment through September 30, 1971. Following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Hopkins that Mrs. Alice Gygax's employment be extended through September 30, 1971. Motion carried.

Library Board Membership. Mr. Hopkins, Chairman, presented the following report:

"June 8, 1971

"To: Board of Directors
Kanawha County Public Library

"Re: Report of Nominating Committee

"It is the responsibility of the Nominating Committee to recommend to the Board of Directors nominees to fill positions of three Board members whose terms are expiring.

"Careful consideration was given to this task and the Committee wishes to report as follows:

"Mrs. Hester Brown's constant survey of bills due and payments to be made, her noted love and affection for the progress of the Library, and her willingness to assume any responsibility which stimulates day-by-day excellence of operation of the institution makes her continued membership on the Board essential. We, therefore, nominate Mrs. Brown for a six-year term.

"This is an age when new regard must be taken of working conditions, fringe benefits, and personnel upgrading as well as the maintenance of a proper balance between the various political entities which contribute to and are allied with the Library. Therefore, the vast and learned experience in these fields of Mr. Walter Snyder is imperative to the proper operation both of the Library and in the decision making of

the Board of Directors. Because of his contributions in the past and the need for his guidance in the future, we nominate Mr. Walter F. Snyder for a six-year term on the Board of Directors.

"Synonymous with all the name Library connotes is Dr. Leonard Riggleman. His background as a leading educator, a developer of institutions, and a leader of intelligent thought makes him indespensable to the Library Board of Directors. The Library profits by his achievements, his calm guidance, and his acceptance on the part of all individuals, organizations and political bodies of the county and state as a spokesman for the Library. We nominate Dr. Leonard Riggleman for a six-year term on the Board of Directors.

"A further problem was placed in the hands of the Nominating Committee for resolution. Mr. Hartman, a member of this Board, has been elected to the Council of the City of South Charleston. The question arose as to whether, under the circumstances, he should remain on the Library Board of Directors.

"The Nominating Committee can find no present nor future conflict of interest situations arising and, therefore, recommends that Mr. Hartman fulfill his term of office as a Director.

"Mr. Chairman, I move that this report be adopted."

"/s/ Charles Hopkins, Chairman
Charles Hopkins

_____, Member
Mrs. Wilson Anderson

/s/ John V. Ray, Member
John V. Ray"

After discussion, it was moved by Mr. Hopkins, seconded by Mr. Lovenstein that the report be adopted.

Upon motion by Mr. Ray, seconded by Mr. Lovenstein, it was moved that the Library Director be instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the nominees be duly appointed.

Grant-In-Aid - Fiscal Year 1971/1972. Mr. Hopkins, Chairman, Budget Committee, reported that the Kanawha County Public Library is scheduled to receive $20,053 of state funds granted by the West Virginia Library Commission. His report is as follows:

"June 8, 1971

"Today, I am pleased to report to the Board of Directors that the West Virginia Library Commission has allocated tenatively a grant in aid for the fiscal year 1971 - 1972 of $20,053 to the Kanawha County Public Library.

"You will recall in the budget report made earlier to this Board it was proposed that any grant in aid allocations would be utilized to meet personnel services expenditures that are essential to the library.

"Therefore, today I wish to recommend to the Directors that the allocation of $20,053 be expended as follows:

1. The hiring of a Children's Librarian for service at the St. Albans Library $ 8,400

2. The payment of 3 trainees for the months of July and August at an expenditure of 3,240

and

3. Continuation of the position of Circulation Librarian at an expense of 8,100

Making a total for personnel services of $19,740

"You will note this leaves a balance of $313.00. It is recommended that this sum be expended for the purchase of books, making a total expenditure of $20,053.

"I wish to further report that the $20,053 comes from state funds granted to the West Virginia Library Commission.

"I am happy, also, to report that I anticipate a grant of approximately $40,000 being made to the Kanawha County Public Library by the West Virginia Library Commission from Library Services funds. This will be forthcoming when the new Federal budget is adopted. Upon receipt of this money, the Budget Committee will make recommendations to the Board of Directors for its expenditure."

"/s/ Charles Hopkins
Chairman, Budget Committee"

After discussion, it was moved by Mr. Hopkins, seconded by Mr. Lovenstein that the report be adopted and that the Library Board authorize the President to sign the application issued by the West Virginia Library Commission. Upon a vote being taken, the motion was carried.

NEW BUSINESS

Trust Agreement. Mr. Ray reported that he had prepared a Trust Agreement between Kanawha County Public Library and the National Bank of Commerce as trustee of the proposed Marcus Kornstein gift in the sum of $2,000.00. He also stated that additional instruments similiar in nature, would be prepared if the Library Board approved the Trust Agreement.

After discussion, upon motion by Mr. Ray, seconded by Mr. Lovenstein it was unanimously

> RESOLVED, That the President and the Secretary of the Library Board be authorized to enter into an agreement between Kanawha County Public Library and the National Bank of Commerce of Charleston which would establish a trust fund to be designated as the Marcus Kornstein Fund.

Mr. Ray noted the status of other substantial gifts. Following discussion and upon motion by Mr. Ray, seconded by Mr. Lovenstein it was unanimously

> RESOLVED, That the Arthur Hanson Memorial Gift be placed in a Trust Fund with the Charleston National Bank.

Nominating Committee - Election of Officers. The President appointed a Nominating Committee consisting of Mr. Hopkins, Chairman, Mrs. Anderson and Mr. Ray to consider and recommend nominations for the election of officers for 1971/1972.

American Library Association's Annual Conference. The Director stated that the conference would be held in Dallas, Texas, June 19-25, 1971. A

travel allowance of $300.00 was made possible by the West Virginia Library Commission with Library Services and Construction Act funding. Upon motion by Mr. Ray and seconded by Dr. Harper, it was unanimously

RESOLVED, That the expenses for the Library Director be paid for attendance at the Annual Conference of the American Library Association to be held in Dallas, Texas, June 19-25, 1971 and that the sum not exceed $450.00 of which $300.00 will be a grant made by the West Virginia Library Commission with Library Services and Construction Act funding and the remaining $150.00 to come from library funds.

Annual Meeting. The President announced that a recessed meeting of the Library Board would be held in the Board Room of the Library in the City of Charleston, West Virginia, at four o'clock on Tuesday, July 13, 1971, for the election of officers and to consider and act upon such other business as may come before the Board of Directors.

"NOTICE

"To the Members of the Board of Directors:

"A special meeting of the Board of Directors of Kanawha County Public Library will be held in the Board Room of the Library in the City of Charleston, West Virginia, at four o'clock in the afternoon on Tuesday, July 13, 1971, for the election of officers and to consider and act upon such other business as may come before the Board of Directors.

"Dated this 18th day of June, 1971."

"By /s/ Nicholas Winowich
Secretary"

Community Council of Kanawha Valley, Inc. Mr. Stone appointed Mrs. Anderson and the Library Director as delegates to the Community Council of Kanawha Valley, Inc.

Local History Project. Mr. Hopkins suggested that the Library might want to consider publication of a brochure or "hand-out" which would provide local history information on people, places and things. There was discussion afterwards.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF Á MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 2, 1971

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on July 2, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Ray
Mr. Williamson

In the absence of a quorum, upon motion duly made, seconded and carried, it was ordered that the meeting be recessed until 4:00 p.m., Tuesday, July 13, 1971, at the same place.

President

Secretary

MINUTES OF AN ADJOURNED MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 13, 1971

An adjourned meeting of the Board of Directors of the Kanawha County Public Library was held on Tuesday, July 13, 1971, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Mr. Hartman
Mr. Jacobson
Mr. Ray
Dr. Riggleman
Mr. Springer
Mr. Williamson

Mr. Stone, President, presided. Miss Ammar acted as Secretary in the absence of the Library Director.

Correspondence. The President reported that the Library was in receipt of two letters. The Acting Secretary read the following letters:

"June 18, 1971

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library Board
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"Purpose of this letter is to advise you that the Kanawha County Board of Education at its meeting last evening appointed the following individuals to membership on the Kanawha County Public Library Board, for six-year terms beginning July 1, 1971:

Mrs. Hester Brown
Dr. Leonard Riggleman
Mr. Walter F. Snyder"

"Sincerely yours,

/s/ Walter F. Snyder

Superintendent of Schools"

The Acting Secretary also read the following:

"1522 First Avenue
Charleston, West Virginia
June 15, 1971

"Mr. A. Guy Stone, President
Board of Directors
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia

"Dear Mr. Stone:

"Thank you, and the other members of the Board for your thoughtfulness of me and for your kindnesses on the occasion of my retirement.

"My memories of the forty-four years spent in your employment will be pleasant ones because I enjoyed my work and my associates.

"Best wishes I send all of you."

"Sincerely,

/s/ Laverta T. Spurlock"

Library Director's Monthly Report. The Acting Secretary read the Library Director's report on the activities of the Library for the month of June. The Library Director's report was accepted and ordered filed.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 169 and General Bills List No. 169 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Williamson, seconded by

Mrs. Brown, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 168, duly certified, and approved in accordance with the Bylaws, and on motion by Mr. Williamson, seconded by Mr. Hartman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Construction Account - St. Albans Branch Library. In the absence of Mr. Lovenstein, Chairman of the Building and Grounds Committee, Mr. Williamson presented and explained Certificate for Payment #5, dated July 1, 1971, submitted by Complete Building Service to the architect and approved by the architect, Library Director and Mr. Lovenstein. It was moved by Mr. Williamson, that payment be made to the following as soon as funds are available:

Complete Building Service $42,675.90

The motion was seconded by Mr. Jacobson. Upon a vote being taken, the motion was carried.

St. Albans Branch Library. Mr. Springer made a progress report on the second floor construction project and is noted as follows:

1. The second floor addition is expected to be completed by August 15, 1971.

2. The elevator has been installed and is in use for the purpose of moving the children's department (books, furniture and equipment) to the second floor.

3. Carpeting has been installed in the areas of the second floor scheduled to receive it. The first floor remains to be carpeted.

Mr. Springer also talked about the Annual St. Albans Town Fair scheduled to begin at 5:00 p.m. this date. He noted the following:

1. Advance ticket sales were at the 11,000 level as compared to 8,000 for the same period of the previous year.

2. The Miss Town Fair Contest has attracted more than $4,700.00, to date, as compared to last year's total of $3,400.00.

Election of Officers. In the absence of Mr. Hopkins, Chairman, Mr. Ray presented the following report:

"7/13/71

"To: Board of Directors, Kanawha County Public Library

"From: Nominating Committee

"Re: Nominations for Officers of the Library

"The Nominating Committee submits the following names in nomination:

For President:	A. Guy Stone
For Vice President:	L. K. Lovenstein
For Secretary & Treasurer:	Nicholas Winowich

"After consideration of the qualifications and contributions made by the present officers of the Board, the Nominating Committee was unanimous in expression that these officers should be continued in office. In placing their names before the Board, the Committee praises the work of the officers, their dedication to the progress of the library and their intense interest in providing a greater library service to Kanawha County."

"/s/ Charles Hopkins, Chairman
Charles Hopkins

_____, Member
Mrs. Wilson Anderson

/s/John V. Ray, Member
John V. Ray"

Mr. Ray moved, Mr. Hartman seconded that the report of the Nominating Committee be received and filed.

Mr. Ray moved, Dr. Riggleman seconded that the nominations be closed and that the Acting Secretary be instructed to cast a unanimous ballot for the candidates named. Mr. Jacobson took the chair and put the motion, which was carried, and the nominees were declared to be duly elected. Mr. Stone resumed the chair.

Personnel and Salary Changes. The Acting Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Lorena Ammar
Acting Secretary

ANNUAL REPORT

1970/1971

KANAWHA COUNTY PUBLIC LIBRARY

123 CAPITOL STREET

CHARLESTON, WEST VIRGINIA 25301

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

A. Guy Stone, President
L. K. Lovenstein, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
O. M. Harper
Harold F. Hartman
Charles T. Hopkins
Bernard H. Jacobson
Sydney M. Kleeman
John D. Maurice
John V. Ray
Leonard Riggleman
Walter F. Snyder
Donald Springer
L. Newton Thomas
William J. L. Wallace
Charles A. Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Frances Dillinger
Ruth E. Figgatt
Fran Fontaine
Frances Gerard
Alice Gygax
Clara Hampton
Eleanor Keenan
Annie Liu
June Martin
Harold McKinstry
Helen Miller
Gretchen Schwinger
Robert Simmons
Charlton Smith
Jacqueline Stephenson
Doris Walker
Zetta Walker

Non-Professional

Lorena Ammar
Onnalee Arcuri
Virginia Banning
Charlotte Barton
Augusta Black
Floyd Bowen
Juanita Brown
Ann Caldwell
Betty Jane Harper
Robert Henson
Cortez Johnson
Henrietta Kidd
Joycelyn Kyte
Janet Lambert
Mary Frances Lee
Mary Lewis
Franca Martin
Janet McCune
Iris McDaniel
Regina McLendon
Sara Meadows
Martha Moran
Donna Page
Sharon Patton
Susan Pauley
Augustine Porter
Rosa Provenzano
Jacquelyn Richardson
Laura Shropshire
Laverta Spurlock
Mae Thomas
John Topliff
Sandra Trimble
Karen Welch
Patricia Whitlock

Building Staff

James L. Thomas, Building Superintendent

Bernard Ellis
Herbert Hundley
Mary Jo Jackson
Clarence Jones

32 Additional Part-Time Staff Members

ANNUAL REPORT 1970/1971

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1970, to June 30, 1971, is herewith submitted:

GENERAL

In recent months the results of several interesting and informative surveys have appeared in professional library literature. One heavily stressed point was the general rise in costs, both for personnel services and in the area of periodicals acquisitions. Mr. Carlyle Frarey of the Columbia University School of Library Service reported in his 19th annual series on placements and salaries that, for the first time, there has been a marked reduction in the number of openings available for beginning librarians. Based on reports from 18 library schools, his comments showed that the gap between supply and demand is beginning to narrow. For the moment at least, there is no longer an acute shortage of librarians. On the other hand, the salary picture is brighter. In 1969, reported salaries were almost 7% higher than they were the previous year; a typical beginning salary in 1969 ranged from $7800 to $8200. At the Kanawha County Public Library, the starting salary of a professional librarian was $7800 in 1970.

For many years, a major budgetary item has been the purchase of gasoline for the Mobilibrary and the truck. In July, 1970, the combined efforts of the Director, Mayor Elmer Dodson and the Charleston City Council made it possible for the library to buy gasoline at city prices: .2359 cents per gallon. This is 10¢ per gallon less than prevailing commercial special prices. By October, 1970, library records indicated a saving of $111.26, or 25.2%, over a similar (July through October) period of the previous year.

Art exhibits have attracted much attention at the library in recent months. Both the Corridor Art Gallery and The John V. Ray Room are extensively utilized for this purpose. Art exhibits at the Kanawha County Public Library are publicized in the LIVELY ARTS CALENDAR in the Charleston Gazette, the Charleston Daily Mail, the Sunday Gazette-Mail and in This Week In Charleston.

Two particularly outstanding exhibits were held in the Corridor Art Gallery. In November, 1970, the Artist Members of the National League of American Pen Women showed the works of the following members: Mrs. Mary Black, Mrs. Barbara Blumberg, Mrs. Helen Bratt, Mrs. Agnes Daugherty, Mrs. Ester Forsley, Mrs. Rosalie Johnson, Mrs. Blanche Lawson, Miss Marie Leet, Mrs. Mary McMinn, Mrs. Susan Poffenbarger, Mrs. Frances Schepman, and Mrs. Carol Toth. Arrangements for the exhibit were made by Mr. Simmons of our staff in cooperation with the Charleston Art Gallery, Sunrise.

In March, 1971, Mr. John Hudkins, Instructor for Kanawha County Adult Education Art Classes, arranged a popular exhibit. This is becoming an annual affair and is one which attracts considerable attention from the general public. In some instances, people have visited the library for the first time in order to see this exhibit and have subsequently become regular library users.

Also in March, 1971, there was an outstanding exhibit in The John V. Ray Room. This was composed of collages by Henry Keeling, an art instructor at the Charleston Art Gallery, Morris Harvey College, Huntington Galleries and at Marshall University. Mr. Keeling is an award-winning artist whose work has been widely shown. His works are a part of the permanent collections at the Charleston Art Gallery and many other institutions.

BOYS AND GIRLS DEPARTMENT

The Kanawha County Public Library has long been recognized as having one of the finest collections of children's books in West Virginia. On

November 9, 1970, ten Jackson County elementary school teachers visited the Boys and Girls Department to examine the book collection and to consult with Miss Brown about the purchase of $20,000 worth of books for their schools. Under Miss Brown's able leadership, they soon spent the money. The teachers were so impressed with what they found that they are hoping their superintendent will permit them to schedule another working visit here.

BUILDING AND GROUNDS

A major improvement and beautification project has been completed on the Quarrier Street side of the library. Done by our Building and Grounds staff in conjunction with the State Department of Highways and the City of Charleston, the work was part of an over-all plan for the widening and improvement of Quarrier Street between Capitol Street and Summers Street.

Improved outside lighting along the Quarrier Street side of the library adds to the esthetic appearance of the building as well as increasing the safety of those using the sidewalk.

CIRCULATION DEPARTMENT

Librarianship is full of interesting anecodotes. One of the funniest stories to come out of the Kanawha County Public Library in recent years occurred on December 15, 1970 when a young man visited the Adult Circulation Department and asked for a library card for his wife. He intended to give it to her as a Christmas present. Later he telephoned the library to let us know his spouse was delighted with her unique gift.

CHARLESTON LITERACY COUNCIL

The Kanawha County Public Library is working with the Charleston Literacy Council in providing reading materials for adults who are learning to read under the Council's program. Mrs. Clyde Pentz, president of the local organization, informed me recently that there are "8,000 functional illiterates" in Kanawha County, according to 1960 Census figures. The objective of the Charleston Literacy Council is to substantially reduce this number. Miss Gretchen Schwinger, of our Reference Department staff, is librarian in charge of this work.

CONFERENCES

In May, 1971, the West Virginia Library Commission, in cooperation with the Kanawha County Public Library, sponsored an all-day conference on "Serving the Young Reader." Attending the meetings in The John V. Ray Room were sixty-five representatives from thirty libraries. Miss Wilma Brown and Mrs. Mary Frances Lee participated in the program together with the Library Director.

EXTENSION DEPARTMENT

Miss Evelyn Coskey, Extension Librarian, is the author of an article entitled, Public Library Service in the Southern Appalachian Region: An Overview which appeared in the October 1971 edition of Library Trends. It is considered by some authorities to be the pioneer study done on library service in our region. Researching the article was extremely difficult; very little material on the subject appears in print and much of the content of the paper was based on correspondence with librarians in the Appalachian states. With the permission of the Director and Miss Coskey, the research notes have been

turned over to the ERIC people, a group which produces pertinent materials in Microfiche form, and will be incorporated into a project they are doing. The Kanawha County Public Library will be given full credit for its share in the ERIC study.

In July, 1970, discussions took place between representatives of the Kanawha County Public Library and local officials in two communities regarding the expansion of public library service in their areas. Presently, both towns are served by the Mobilibrary but it is hoped that gradual progress can be made from this to branch-type library service. In each instance, the distance to the main library in Charleston makes some form of additional library service imperative, especially for the high school and college age youths who currently lack basic resources for use in their studies.

In Chesapeake, a citizens' committee is seeking to obtain a federal grant which would make it possible for them to purchase a former elementary school with the intent of converting it to a desperately needed multipurpose community building. In addition to a library, the new facility would house a health and dental unit and recreational, educational and meeting rooms. Though the motivation is strong in Chesapeake, the slowness with which the Federal government moves has kept the project still in the works.

In Cedar Grove a major change in the educational programs has resulted in the conversion of the former high school building to a community school which, during the day, houses all children in grades kindergarten through nine and at night serves as an educational and recreational center for adults. The excellent book collection of the former Cedar Grove High School has been left intact and has been heavily supplemented by long-term loans from the Kanawha County Public Library. This gives the community a fine basic collection of books and provides the best resource center in that part of Kanawha County.

The Director and the professional staff of the Extension Department worked on both projects.

Mobilibrary schedules, previously printed commercially, are now prepared by our staff and run off on our offset duplicator which was purchased with Library Services and Construction Act Funds. The saving in printing costs has been substantial.

On May 18-19, 1971, Mrs. Miller, Miss Coskey, Mr. Smith and the Director visited the Cincinnati-Hamilton County Public Library and the George A. Flohr Bindery Company located in Cincinnati. The primary purpose of the trip was to see how the Cincinnati Public Library handles certain aspects of their Extension program, with the possible objective of making some changes in our own Extension Department routines.

GIFTS

Throughout the year the Kanawha County Public Library has been the recipient of a number of interesting and valuable gifts.

In the Boys and Girls Department, Dorothy Strock's pastel portrait of a little Chinese girl has become one of our series of pictures making up the "Children of the World Collection." Mrs. Strock's gift is of particular interest to the Kanawha County Public Library staff because her model, Miss Melanie Liu, is the daughter of Cataloger Mrs. Richard Liu. Mrs. Liu is a former trainee who attended Library School under a federal grant and has now returned to the Kanawha County Public Library to work.

Another fine painting to join our collection in the last year is "Old Kanawha County Library," by Mrs. Ruby Chamness. This was purchased for the library with funds provided by the Arthur Hanson Memorial Fund. Mr. Hanson was a member of the Library Board of Directors.

Cash gifts included one of five hundred dollars from the Woman's Kanawha Literary Club in honor of its 75th Anniversary Celebration. The meeting at which the check was presented to the library and accepted by the Library Director was unique in another respect: it was the first time that a man had ever been present at a meeting of the Woman's Kanawha Literary Club!

The St. Albans Branch Library was the recipient of a check for three hundred forty dollars and thirty cents. This was presented to Mrs. James Hampton, Branch Librarian, by a representative of the American Association of University Women and was designated for the purchase of library materials for the branch.

KANAWHA COUNTY PUBLIC LIBRARY PRESENTS

On October 15, 1970, a new season in the series of monthly programs entitled KANAWHA COUNTY PUBLIC LIBRARY PRESENTS began in The John V. Ray Room. Speakers Charles H. Haden, II, State Tax Commissioner and James H. Davis, III, a member of the Citizens Advisory Commission on the Legislature discussed "Legislative Improvement Amendment," "Governor's Succession Amendment," and "Capitation Tax Amendment." The program, sponsored by the League of Women Voters of the Charleston Area in cooperation with the Kanawha County Public Library, was moderated by Mrs. T. D. Kauffelt, Vice President of the League of Women Voters of West Virginia.

In the second program in the series, Mrs. Phares Reeder reviewed Jerome Hines book, This Is My Story, This Is My Song, on November 19, 1970.

Dr. H. G. Wilcox, in the final program of the season held on Thursday evening, February 18, 1971, reviewed, Greening of America by Charles A. Reich.

CERTIFICATE OF MERIT AND CITATION - NICHOLAS WINOWICH

Certificate of Merit

"West Virginia Library Association
Hereby Confers On
Nicholas Winowich
This Certificate of Merit
In Recognition and Appreciation
Of Many Years Of
Outstanding and Dedicated Service
To Libraries and Librarianship
In
West Virginia

Robert D. Willits
President

November 6, 1970
Date

John E. Scott
Special Chairman, Awards Committee

Citation

"NICHOLAS WINOWICH

"He has come a long way since he was born not too many years ago in a neighboring state. World War II is more than just a chapter in a history book to him as he loves to tell of his experiences - at least some of them - during this time. He saw active duty overseas immediately after graduating from high school and had to postpone attending college until after the war.

"Very interested in sports, particularly as a spectator, he loves tennis and would like to be able to devote more time to it. An active church member, he once taught a highly successful Sunday School class for young adults. He is fond of children and gives much love and attention to his own three.

"Interested in drama but too busy for active participation, he satisfies this interest by serving as a Board member of the Creative Arts Festival and the Kanawha Players. He is an indefatigible civic worker. His service with the Chamber of Commerce, YMCA, hospitals, Sunrise, and Children's Museum and Planetarium in various capacities have brought him high esteem and respect.

"Graduating from Bethany College in 1949 and earning the Masters degree in Library Science from Carnegie Tech in 1950, he is now one of the top-rate librarians in the State of West Virginia.

"When he fist became librarian of the largest public library in the State of West Virginia it was plagued with financial problems and housed in an outmoded landmark building of the City. As Director of the Kanawha County Public Library, he has moved the library forward in a steady and progressive way. He worked hard for the adoption of a library law to set the Kanawha County Public

Library on a sound financial basis. One of the highlights of his administration is the beautiful new library building on Capitol Street, including the unusual sculpture in front of the library.

"He is a professional librarian in the true sense of the word. A dedicated member of the West Virginia Library Association, he has served it well in various capacities from President on down. He is an active member of the American Library Association and plays a prominent part in the Middle Atlantic Regional Conference.

"We who know him well know what an effective partner his wife, Ruth, has been in all that he has achieved. She has been a warm, charming, intelligent, and enthusiastic supporter of his many varied interests and activities.

"'Nick,' as he is affectionately known to his friends, colleagues, and associates, has presented more WVLA awards to others than any one I know. Now it is our pleasure to present him with this award of 1970 for his significant achievements in librarianship - Mr. Nicholas Winowich."

PEARL BUCK VISIT

On Monday morning, November 16, 1970, Pearl Buck spoke to a standing room only audience in The John V. Ray Room. Her forty minute talk focused on the importance of the public library as an institution, Chinese education and language, and her family's residence in Hillsboro, which was recently placed on the National Register for Historical Buildings by the U. S. Department of the Interior. Following Mrs. Buck's speech, photographs were taken and a group of color slides were presented to the Kanawha County Public Library.

Mrs. Buck had previously been scheduled to speak at the library later in the day but the Marshall University air tragedy the night before forced a last minute change in her plans.

PUBLIC LIBRARY TRAINEES

The West Virginia Library Commission, through funds made available under the Library Services and Construction Act, has placed a number of trainess at

the Kanawha County Public Library in recent years. Under the program, the Trainees, all of whom are college graduates, work at the library for one year in professional positions. The following year, each enrolls in an American Library Association accredited School of Library Science while continuing to earn a monthly salary. Tuition costs, up to one thousand dollars, are paid from LSCA funds. Trainees may take up to eighteen months to complete their studies. At the end of their academic work, they are obligated to return to West Virginia to work in a library for a period of two years. This obligation does not necessarily have to be fulfilled with the Kanawha County Public Library. However, two former Trainees are currently members of our professional staff: Mrs. Richard Liu of the Cataloging Department and Charlton B. Smith, Jr., Extension Librarian in charge of work with the Blind and Physically Handicapped.

Currently, the following Trainees are enrolled in Schools of Library Science:

Mrs. Zetta (Peg) Walker, University of Pittsburgh. Mrs. Walker is a former resident of Normantown, West Virginia, a graduate of Marshall University and taught school until she decided to become a librarian. She is the mother of two teen-aged children.

Mrs. Jacqueline Sue Stephenson, Florida State University. A resident of Kanawha County, Mrs. Stephenson is a graduate of Glenville State College and a former Kanawha County teacher.

Mrs. Lucinda Frances Fontaine, Atlanta University. A native of Indiana, Mrs. Fontaine came to West Virginia to enroll at West Virginia State College. She is a graduate of that institution.

ST. ALBANS BRANCH - CERTIFICATE OF MERIT AND CITATION

The Board of Directors of the St. Albans Public Library was honored by the West Virginia Library Association at its Annual Conference held in White Sulphur Springs on November 5-7, 1970 at the Greenbrier Hotel. A Certificate of Merit and a Citation were presented on November 6, 1970 and accepted by Mr. H. B. Hinckley, Board President.

The Certificate of Merit reads as follows:

"West Virginia Library Association
Hereby Confers On
Board of Directors
St. Albans Public Library
In Recognition and Appreciation
Of Many Years Of
Outstanding and Dedicated Service
To Libraries and Librarianship
In
West Virginia

Robert D. Willits
President

November 6, 1970
Date

Nicholas Winowich
Chairman, Awards Committee"

The Citation reads as follows:

"BOARD OF DIRECTORS

"ST. ALBANS PUBLIC LIBRARY

"Awards and recognitions, traditionally, have been presented by the West Virginia Library Association to Trustees, Librarians and Authors who have served their constituency, profession and readership with dignity, with dedication and with distinction.

"Tonight, for the first time, we recognize a group of people who have made a remarkable contribution to libraries and librarianship in West Virginia. Representatives of that group are among us tonight.

"Members of the Board of Directors of the St. Albans Public Library converted a dream of many years' standing into reality. Their spirit and energy helped to construct a handsome and functional building in 1963. A second-story is soon to be added. But that is the end of the tale. Let us

go back to the beginning.

"In 1952, the Board of Directors of the St. Albans Public Library was organized. In 1953, the first library building was opened. And, in that same year, the Board conceived an idea which has done much to generate an enthusiasm for books, reading, and library use - an annual Town Fair was held for the benefit of the St. Albans Public Library. This idea has been widely copied by other organizations, but seldom have they equalled the financial success of the Town Fair.

"Individual names cannot be mentioned because many have accomplished much. It is enough to say that this special award is offered and presented by the West Virginia Library Association.

"To the men and women of the
St. Albans Public Library Board
of Directors who have 'More mountains
to cross and other streams to ford.'"

Respectfully submitted,

ST. ALBANS BRANCH CONSTRUCTION

In July, 1970, Mr. Lovenstein reported that the Appalachian Regional Commission had approved a grant of $28,123.00 for assistance in the construction of a second story addition to the St. Albans Branch Library. William R. Heavner, Architect, was employed to draw up plans which were subsequently approved by the Building and Grounds Committee; its "Clerk-of-the-works," Mr. Greenwood; the State Fire Marshall; and the consultant employed by the West Virginia Library Commission. A bid of $150,218.00 was accepted from the Complete Building Service Company for construction of the addition.

By March 16, 1971 work on the addition had progressed to the point where it was necessary to close the building to the public for two and one half weeks while the elevator pit was prepared, several door openings cut, and other work done which could not be conveniently managed with the public present. During the period the library was closed, staff members filled in in various departments at

the Kanawha County Public Library in Charleston.

Twenty year old Jeremiah Maxie, a member of the library's custodial crew, died on December 13, 1970 following a brief illness. Jerry was a kind, considerate young man who was well-liked by his fellow workers.

VOLUNTEER SERVICES

Mrs. J. D. Treanor, a resident of St. Albans, has been recognized by the Volunteer Service Bureau for her outstanding work as a volunteer at the St. Albans Public Library. According to Mrs. James Hampton, librarian at the St. Albans Branch Library, "Mrs. Treanor is always ready to do any task... that needs to be done."

WEST VIRGINIA LIBRARY COMMISSION

Miss Dora Ruth Parks, Executive Secretary, West Virginia Library Commission, announced that she plans to retire not later than December 31, 1971. By Commission action, a Committee was formed which would advise the Commission on matters pertaining to the selection of a new Executive Secretary. Members of this committee are Mr. Campbell Beall, former member of the West Virginia Library Commission and a resident of Martinsburg; Harold Apel, Librarian, Marshall University; and Nicholas Winowich.

STATISTICAL REPORT

July 1, 1970 - June 30, 1971

Population served: 229,515
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Mobilibrary (58 winter scheduled stops)	1
(66 summer scheduled stops)	
Branch	1
Deposit Collections	448
Schools	35
Collections delivered - 447 juvenile	
1 adult	
Other Agencies	9
Collections delivered - 17 adult and juvenile	
Other School Stations	83
(Books borrowed by teachers from Boys and Girls Department and Mobilibrary) 14,219	
Collections lent - 444	

BOOK CIRCULATION

	1970/71	1969/70
Borrowed from Main Library		
Boys and Girls Department	235,514	242,475
Circulation Department	171,355	171,991
	406,869	414,466
Borrowed from Extension Department		
Mobilibrary	125,601	127,380
Deposit Collections	425,910	152,083
	551,511	279,463
Borrowed from St. Albans Branch		
Adult	36,939	40,247
Juvenile	63,716	68,133
	100,655	108,380

	1970/71	1969/70
Borrowed from Dunbar Public Library		
Adult	5,767	6,489
Juvenile	19,671	14,974
	25,438	21,463
Borrowed from Nitro Public Library		
Adult	5,228	2,916
Juvenile	8,855	6,740
	14,083	9,656
Borrowed from South Charleston Public Library		
Adult	28,468	23,656
Juvenile	52,761	29,285
	81,229	52,941
TOTAL CIRCULATION - Volumes	1,179,785	886,369

BOOK STOCK

Number of volumes at the end of the year	319,971	302,459
Number of volumes added	25,671	26,285
Number of volumes withdrawn	8,159	9,998
Number of periodicals	559	445
Number of newspapers received	46	43

REGISTRATIONS

Total number of registered borrowers	46,691	50,942
Total number of registered borrowers during year	14,677	16,130

Time required of staff: 40 hours a week

AUDIO-VISUAL MATERIALS

Microfilm Reader	6
Record Player	3
Phonograph Record Albums	5,547 titles - 7,278 discs
Motion Picture Films	23
(Indefinite loan to Kanawha County Public Library)	
Microfilm (reels)	3,367
Phonograph Records Circulated	10,377

The real John V. Ray presides at the dedication of his portrait at the Kanawha County Public Library. Mrs. Juan Fors of Huntington, West Virginia, is the artist.

Interest in research sometimes shows up at a very early age in the Circulation Department at the Kanawha County Public Library. Christopher Bowman is only four months old.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 10, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 10, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Jacobson
Mr. Lovenstein
Mr. Snyder
Mr. Springer

Also present and welcomed by Mr. Stone were Mrs. Frances Fontaine, Mrs. Zetta Walker and Mrs. Sue Stephenson; public library trainees.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the July 13, 1971 meeting were approved.

Public Library Trainees. The Library Director introduced Mrs. Frances Fontaine, Mrs. Zetta Walker and Mrs. Sue Stephenson, public library trainees scheduled to complete their internship at the Kanawha County Public Library before beginning a graduate course in library science at Atlanta University, University of Pittsburgh and Florida State University. There were comments from each of the trainees and questions followed afterwards, the trainees were excused from the meeting.

Library Director's Monthly Report. The Library Director's monthly report on the activities of the Library for the month of July was received and filed.

Library Director's Annual Report. The Library Director's annual report for the fiscal year ending June 30, 1971 was postponed.

Approval of Bills. The Library Director reported that Book Bills List No. 170 and General Bills List No. 170 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Mr. Springer, and duly adopted, it was ordered that the bills set out in the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 169, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Snyder, seconded by Mr. Springer and duly adopted, it was ordered that the bills set out in the said list be paid.

Reports of Committees.

Building and Grounds. Mr. Lovenstein, Chairman, reported the following:

1. Delivery of furniture, including shelving, Conference Room table and chairs, Community Room chairs, and a variety of library furniture was expected to be completed by mid-September.

2. An audit of the construction project, as required by federal regulations is expected to be completed by September 30, 1971.

3. A meeting was held in the St. Albans Branch on Friday evening, August 6, 1971 to inspect the construction project and to consider other related matters.

4. It was estimated that a balance of $5,000.00 in the construction account was possible and the committee of Mr. Lovenstein, Mr. Winowich, Mrs. Casto, Mr. Hinckley and Mr. Greenwood suggested acquisition or repair of the following:

Draperies
Carpet Sweeper
Landscaping
Slate Repair
Desk/with chair
Typewriter stands (2) with chairs
Under-counter cash drawers

Following discussion, upon motion by Mr. Lovenstein seconded by Mr. Jacobson it was unanimously

RESOLVED, That the Library Director be authorized to obtain bids on the items suggested for purchase for the St. Albans Construction Project and that the Building and Grounds Committee be authorized to award bids if the total amount is within $5,000.00.

NEW BUSINESS

St. Albans Branch Library. Mr. Springer distributed copies of the Rules and Regulations for the Use of the Board Room and Community Room in the St. Albans Branch Library. Following his explanation of the document, there was discussion. Afterwards, upon motion by Mr. Springer, seconded by Mr. Snyder, it was unanimously

RESOLVED, That the "Rules and Regulations for the Use of the Board and Community Rooms" as presented be approved and made a part of the minutes of the meeting.

Motion carried.

Retirement - Mrs. Alice Gygax. The Library Director reported that Mrs. Alice Gygax, circulation librarian, is scheduled to retire effective September 30, 1971. Mrs. Gygax has worked for the Kanawha County Public Library for eleven years; since June, 1960. The Library Director recommended that the Library Board present a plaque similar to the one awarded Mrs. Laverta Spurlock, to employees who retire following ten or more years

of service to this institution. After discussion, it was moved by Mr. Snyder, seconded by Mr. Jacobson and unanimously

> RESOLVED, That the Library be authorized to purchase a plaque for Mrs. Alice Gygax for her faithful services at the Kanawha County Public Library since 1960 and to be presented to her upon her retirement effective September 30, 1971; and,
>
> RESOLVED FURTHER, That a plaque be presented to employees upon their retirement who have served the Library for ten years or more.

Motion carried.

Middle Atlantic Regional Library Federation. The Library Director reported that a meeting of the Board of Directors of the Middle Atlantic Regional Library Federation, Inc., of which he is a member, is scheduled to be held in Atlantic City, New Jersey, on August 13, 14 and 15, 1971.

Upon motion by Mr. Snyder, seconded by Mr. Jacobson, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to attend the meeting of the Middle Atlantic Regional Library Federation, Inc., to be held in Atlantic City, New Jersey, and that his expenses not to exceed $150.00 be paid.

Motion carried.

Audit. The President reported that the Library was in receipt of a letter from the West Virginia Library Commission dated July 14, 1971, stating that the library's financial records for the year July 1, 1970 - June 30, 1971, be audited. After discussion, upon motion by Mr. Snyder, seconded by Mr. Jacobson, it was moved that the matter of auditing the library's financial records be referred to the Budget Committee and that

the Committee be authorized to prepare a list of accountants including four certified public accountants and four registered public accountants and forwarded to the State Tax Commission. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 14, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 14, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Dr. Harper
Mr. Hartman
Mr. Hopkins
Mr. Lovenstein
Mr. Snyder
Mr. Thomas
Dr. Wallace
Mr. Williamson

Also present and welcomed were Mr. William A. Heavner, architect for the St. Albans Branch Library Construction Project and Mrs. Alice White Gygax, Librarian, Circulation Department.

Alice White Gygax's Retirement. The Library Director introduced Mrs. Gygax and spoke of her duties, responsibilities and achievements as a member of the Kanawha County Public Library staff since June, 1960. Mrs. Anderson spoke of retirement years and presented Mrs. Gygax with a framed, hand lettered memento from the Library Board of Directors which read as follows:

ALICE WHITE GYGAX
KANAWHA COUNTY PUBLIC LIBRARY
1960-1971
FOR FAITHFUL SERVICE

(SIGNED)
A. GUY STONE, PRESIDENT

(SIGNED)
JOHN V. RAY, MEMBER, BOARD OF DIRECTORS

(SIGNED)
NICHOLAS WINOWICH, LIBRARY DIRECTOR

SEPTEMBER 14, 1971

Afterwards, thanks and appreciation were extended, in response, by Mrs. Gygax. Following comments, Mrs. Gygax left the meeting.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of August. Included were the following:

1. The Ivor Franklin Boiarsky Memorial Gift of $2,000.00 established in his memory by his mother, Rae Dorothy Boiarsky. The gift includes an investment of $1,500.00, the income of which will be used to acquire books reflecting Ivor's personal and professional interests; a section of walnut shelving installed in the New Books Division, and a bronze plaque identifying the memorial and donor.

2. The search by the West Virginia Library Commission to find a successor to Miss Dora Ruth Parks who is scheduled to retire effective December 31, 1971.

3. The traditional Christmas Tree Project, so successfully and artistically arranged by Mrs. Andy Thomas for Sunrise, will include two trees for the library.

4. The coin-operated copying machine seems to be doing very well. Receipts since December, 1970 and through July 31, 1971 total $1,416.00. The librarians and I are confident that loss and damage of materials has been reduced considerably by providing inexpensive copy work.

5. The concept of MEET THE STAFF will continue. Scheduled to appear at the October meeting are our library aides (retirees performing a valuable and useful function). In November, I have invited our new branch librarian to be present.

6. Mr. Thomas, building superintendent, and Mr. Henson, messenger, have been very busy at the St. Albans Branch uncrating, assembling and installing shelving which resulted in a savings to us of $800.00.

7. The building insurance at the St. Albans Branch was increased from $150,000.00 to $300,000.00 and insurance on furniture and equipment was increased from $15,000.00 to $30,000.00.

Afterwards, the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 171 and General Bills List No. 171 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out in the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 170, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein and duly adopted, it was ordered that the bills set out on the said list be paid.

Building and Grounds Committee. Mr. William Heavner, architect for the St. Albans project, gave a progress report which is noted as follows:

1. Payments to the contractor have been made up to the retainage fee of $7,500.00.

2. Furniture is in process of being installed.

3. Shelving installation on the first floor has been completed.

4. Work has been completed on the slate entrance facing Fourth Street.

5. Wood paneling in the auditorium has been cleaned and stained.

6. Dedication ceremonies are scheduled for Sunday, October 3, 1971 beginning at approximately 2:00 p.m.

Mr. Heavner and Mr. Lovenstein stated they were pleased with the contractor's work.

Construction Account - St. Albans Branch Library. Mr. Lovenstein, Chairman of the Building and Grounds Committee, presented and explained Change Order #1, dated August 27, 1971, submitted by Complete Building Service to the architect and approved by the architect, Library Director and Mr. Lovenstein. It was moved by Mr. Lovenstein that payment be made to the following as soon as funds are available:

Complete Building Service $515.32

The motion was seconded by Mr. Snyder. Upon a vote being taken, the motion was carried.

Mr. Lovenstein also submitted the invoices listed below for payment:

The Charleston Tile and Marble Works, Inc.	$ 370.87
Crown Supply Company	230.00
R. W. Greenwood	10.89
Rose City Press	5,164.54
Rose City Press	99.00

It was moved by Mr. Lovenstein that payment be made for the foregoing invoices as soon as funds are available. The motion was seconded by Mr. Snyder. Upon a vote being taken, the motion was carried.

The Chairman reported that bids had been received from S. Spencer Moore Company and Rose City Press for the following items:

2 Tiffany typewriter stands
2 posture chairs
1 desk - single pedestal
1 chair - upholstery
2 cash drawers

After discussion, it was moved by Mr. Lovenstein that following a careful study and comparison of bids that the Building Committee be hereby authorized to purchase the necessary items as listed on the bid not to exceed $750.00. The motion was seconded by Mr. Snyder. Upon a vote being taken, the motion was carried.

Budget Committee. Mr. Hopkins, Chairman, gave the following report:

"On June 8, 1971, I reported to this Board that the Kanawha County Public Library was scheduled to receive $20,053 of state funds granted through the West Virginia Library Commission. At that time I recommended that the allocation of $20,053 be expended as follows:

1. The hiring of a children's librarian for services at the St. Albans Library . . . . $8,400.

2. The payment of 3 trainees for the months of July and August at a expenditure of . . . 3,240

and 3. A continuation of the post of Circulating Librarian at an expense of 8,100

making a total for personnel services of $19,740.

"You will remember this left a balance of $313 and I recommended that this sum be expended for the purchase of books, making a total expenditure of $20,053.

"During that report, also, I stated that we anticipated an additional sum of money which would make the total grant from the West Virginia Library Commission $40,000.

"I am delighted, today, to tell you that word has been received from the West Virginia Library Commission that an additional sum of $25,119 is forthcoming in the near future. This will make the anticipated $40,000 grant for

1971-1972 amount to $45,172. I, also, wish to report that the allocation of the $25,119 additional dollars will be determined by the Budget Committee upon receipt of recommendations by the Library Director. At that time the allocation will be placed before the Board for its approval.

"As you are aware, the library funds must be audited annually by one of a group of firms whose names are submitted to the State Tax Commissioner. A list was submitted and we have received notification today that Mr. Charles H. Haden II has determined that the audit of the library books will be made by Arnett, Parkins, and Foster, a CPA firm located at 1206 Quarrier St., Charleston."

Personnel Committee. Mr. Snyder, Chairman, presented the name of Robert D. Willits to be employed as Branch Librarian of the St. Albans Library to replace Mrs. Clara Hampton who had requested transfer to the main library as circulation librarian. Mr. Snyder gave a brief resume of Mr. Willits' educational and professional qualifications.

Mr. Hopkins also stated:

"I, also, would like to comment regarding Mr. Snyder's recommendation of the hiring of Robert D. Willits to replace Mrs. Clara Hampton at the St. Albans Public Library. I recommend that Mr. Willits be employed at a salary of $10,500. This salary is made possible through the fact that Mrs. Hampton's salary will be reduced from $9,900 to $9,600, a saving of $300 which can be applied to Mr. Willits salary, and in addition, Mrs. Eleanor Keenan, employed last year at a salary of $9,300 has been working only half time. Thus, the library has a savings of $4,650 of her salary, thus, making sufficient funds available to employ Mr. Willits."

After discussion and upon motion by Mr. Snyder, seconded by Mr. Hopkins, it was unanimously

RESOLVED, That Robert D. Willits be employed as Branch Librarian of the St. Albans Library at an annual salary of $10,500.00 beginning November 1, 1971; and

RESOLVED FURTHER, That Mrs. Clara Hampton be transferred to the main library as Circulation Librarian and that her annual salary be reduced from $9,900.00 to $9,600.00.

Motion carried.

NEW BUSINESS

West Virginia Library Association Annual Conference. The President reported that the West Virginia Library Association will hold its Fifty-Sixth Annual Conference on October 7-9, 1971, in Charleston, West Virginia, at the Heart-Of-Town Motor Inn. All library board members are invited to attend.

Standing Committees. The President reported that a copy of the Standing Committees for 1971/72 had been mailed to library board members.

Correspondence. The President read the following letter from Miss Wilma Brown, Chief, Boys and Girls Librarian:

"September 2, 1971

"Mr. A. G. Stone, President
Kanawha County Library Board
815 Maple Road
Charleston, West Virginia 25302

"Dear Mr. Stone,

"I should like to thank the board for allowing me one week leave of absence on pay for my Study Tour of International Children's Literature. The Conference at the Loughborough Library School was without a doubt the highlight of the program. There were many fine lectures on problems that are international in scope. The authors who talked to us were inspirational and the librarians from all over the world were interesting and friendly. We felt that we all gained much from our discussions of our problems.

Sincerely yours,

/s/
Wilma G. Brown, Head
Boys and Girls Department"

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

STANDING COMMITTEES

1971/1972

Book Committee

Brown, Mrs. Benjamin B., Chairman
Harper, Dr. O. M.
Maurice, Mr. John D.
Riggleman, Dr. Leonard
Wallace, Dr. William J. L.

Budget Committee

Hopkins, Mr. Charles, Chairman
Jacobson, Mr. Bernard H.
Lovenstein, Mr. L. K.
Ray, Mr. John V.
Snyder, Mr. Walter F.

Building and Grounds Committee

Lovenstein, Mr. L. K., Chairman
Chilton, Mr. W. E., III
Hartman, Mr. Harold F., Jr.
Springer, Mr. Donald F.
Williamson, Mr. Charles

Finance Committee

Ray, Mr. John V., Chairman
Hopkins, Mr. Charles
Jacobson, Mr. Bernard H.
Stone, Mr. A. Guy
Thomas, Mr. L. Newton

Gifts, Bequests and Endowment

Anderson, Mrs. Wilson, Chairman
Brown, Mrs. Benjamin B.
Thomas, Mr. L. Newton
Wallace, Dr. William J. L.
Williamson, Mr. Charles

Personnel Committee

Snyder, Mr. Walter F., Chairman
Chilton, Mr. W. E., III
Kleeman, Mr. Sydney M.
Maurice, Mr. John D.
Riggleman, Dr. Leonard

Service Committee

Kleeman, Mr. Sydney M., Chairman
Anderson, Mrs. Wilson
Harper, Dr. O. M.
Hartman, Mr. Harold F., Jr.
Springer, Mr. Donald F.

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

COMMITTEE ASSIGNMENTS

1971/1972

Name	No. of Committees	Committee Assignment
Anderson	2	Gifts, Bequests and Endowment - Service
Brown	2	Book - Gifts, Bequests and Endowment
Chilton	2	Building and Grounds - Personnel
Harper	2	Book - Service
Hartman	2	Building and Grounds - Service
Hopkins	2	Budget - Finance
Jacobson	2	Budget - Finance
Kleeman	2	Personnel - Service
Lovenstein	2	Budget - Building and Grounds
Maurice	2	Book - Personnel
Ray	2	Budget - Finance
Riggleman	2	Book - Personnel
Snyder	2	Budget - Personnel
Springer	2	Building and Grounds - Service
Thomas	2	Gifts, Bequests and Endowment - Finance
Wallace	2	Book - Gifts, Bequests and Endowment
Williamson	2	Building and Grounds - Gifts, Bequests and Endowment

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 12, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 12, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Hartman
Mr. Lovenstein
Mr. Ray
Mr. Springer

Also present and welcomed was Mr. Richard P. Gerke, President of the South Charleston Library Board.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the September 14, 1971 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of September. Comments and discussion included the following:

1. Annual Conference of the West Virginia Library Association held in Charleston, October 7-9, 1971.

2. The search by the West Virginia Library Commission for a successor to Miss Dora Ruth Parks who is scheduled to retire effective December 31, 1971.

3. Three pages (high school young people employed by the Library for work after school hours, Saturdays and vacation periods) have been honored as MERIT SCHOLARS. They are: Miss Nancy Wang (St. Albans Branch); Dennis Harkreader (Circulation Department); and Donald Hayford (Extension Department).

4. The Library's Talking Book Program of services for the visually handicapped has improved in circulation from zero to a monthly average of 160.

5. Several cash gifts have been received; one of $500.00 from a donor who wishes to remain anonymous; and the other of $130.00 from the Harry Futterman Fund of New York City which is to be used for the purchase of phonograph records.

Approval of Bills. The Library Director submitted Book Bills List No. 172 and General Bills List No. 172 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 171, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, presented a Final Inspection Report on the St. Albans Branch Building Project as prepared and submitted by Mr. William A. Heavner, Architect. It is noted as follows:

1. In general, it was the Architect's "feeling that the painting and electrical sub-contractors have completed their portions of the work."

2. That some work remains to be done on the roof, second floor auditorium and conference room, first floor including general items such as locks, keys, clocks and operating instructions on elevator, heating units and fire alarm.

3. Finally, "it is my feeling we should give Mr. Armstrong thirty days to complete these items or we will complete this work and deduct from his final payment."

There was considerable discussion. Afterwards, upon motion by Mr. Lovenstein, seconded by Mr. Springer, it was moved that the architect be hereby authorized to notify the contractor, Mr. Edward Armstrong of Complete Building Service, that unless the work is completed, the amount would be deducted from the balance due him. Motion carried.

Construction Account - St. Albans Branch Library. Mr. Lovenstein submitted the invoices listed below for payment:

Capitol Restaurant Equipment Company	$ 124.90
Capitol Restaurant Equipment Company	48.10
Donnellon McCarthy, Inc.	379.50
Lawson's	1,408.84
Rose City Press	370.00
S. Spencer Moore	2,186.00
St. Albans Library Board	93.60
Thomas Office Supply, Inc.	3,667.00
	$8,277.94

It was moved by Mr. Lovenstein that payment be made for the foregoing invoices as soon as funds are available. The motion was seconded by Mr. Springer. Upon a vote being taken, the motion was carried.

St. Albans Branch Library - Dedication and Open House, October 3, 1971.

Mr. Lovenstein reported that a dedication and open house was held at the St. Albans Branch on Sunday afternoon, October 3, 1971. Featured speakers were:

Mrs. Henrietta Kidd - St. Albans Branch Library

Mr. A. Guy Stone - President, Kanawha County Public Library Board of Directors

Mr. Jim Comstock - Editor, West Virginia Hillbilly

A copy of the program is filed with the minutes of this meeting.

NEW BUSINESS

Fire Service Fee Ordinance. The President reported that the Library was in receipt of a letter dated October 5, 1971 from the City of Charleston stating that "On November 16, 1970, the Council of the City of Charleston amended the Fire Service Fee ordinance to subject property owned by charitable hospitals and nonprofit organizations to payment of the Fire Service Fee." Following discussion, it was suggested that no action be taken at this time.

South Charleston Public Library. Mr. William Gerke, President, South Charleston Public Library Board of Directors, Mr. Springer and the Library Director, spoke on the operation of the South Charleston Public Library, and services extended by the Kanawha County Public Library and budgeting and finance. Afterwards, there was considerable discussion.

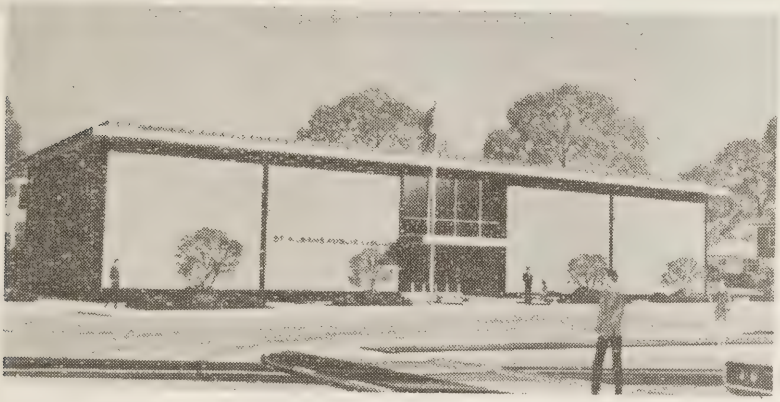
Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A. Guy Stone
President

Secretary

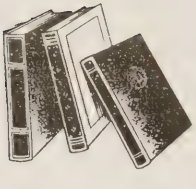
St. Albans Public Library



DEDICATION and OPEN HOUSE

SUNDAY OCT. 3rd.

2 to 4 p.m.



DEDICATI
ST. ALBANS L

October 3, 1

INVOCATION.....

WELCOME & INTRODUCTION of GUE

STATEMENT of PROGRESS.....

HISTORY of LIBRARY.....

DEDICATORY ADDRESS.....

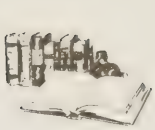
THANK YOU.....

Music By "The JESTERS" of St. Albans Hig

"Libraries are not made; t

Certainly the St. Albans Public Library
toil and love dedicated by

PROGRAM
BLIC LIBRARY



. 2:30 P.M.

.....**Very Rev. F. E. Weinheimer**
ST. FRANCIS OF ASSISI

.....**H. B. Hinckley**
CHAIRMAN BOARD, ST. ALBANS PUBLIC LIBRARY

.....**Guy Stone**
CHAIRMAN, KANAWHA COUNTY LIBRARY BOARD

.....**Mrs. Henrietta Kidd**
LIBRARIAN, ST. ALBANS PUBLIC LIBRARY

.....**Jim Comstock**
EDITOR, W. VA. HILLBILLY

.....**H. B. Hinckley**

l under the direction of Mr. James Keadle

row" —Augustine Birrell

growing . . .Nurtured in the years of people of this community.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 9, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 9, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Dr. Harper
Mr. Hopkins
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Snyder
Mr. Springer
Mr. Thomas
Dr. Wallace
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the October 12, 1971 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October. Comments and discussion included the following:

1. The Charleston Gazette survey which appeared on Monday, November 1, 1971 and reported that the Library received the highest rating of any agency or institution serving Kanawha County.

2. A brochure on THE DRUGS: THE DESTROYERS, prepared by the Circulation Department and made available for distribution to persons, organizations and institutions was exhibited.

3. A letter from an inmate of the Putnam County Jail was read regarding information which appeared in the Charleston Daily Mail and the Charleston Gazette.

4. Mr. Fred Glazer of Chesapeake, Virginia, was offered the position of Executive Secretary by members of the West Virginia Library Commission.

5. An exhibit of talking book equipment (phonograph record and cassette players) and materials (discs and tapes) was demonstrated by the Library Director.

Approval of Bills. The Library Director submitted Book Bills List No. 173 and General Bills List No. 173 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 172, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, presented a report on the St. Albans Branch Construction Project. He noted the following:

1. Most of the furniture and equipment has been delivered and installed. Remaining to be delivered are several units of canopy tops, end and back panels for the new shelving already in place and being used.

2. Final adjustments are being made to the smoke and thermal detectors which are very sensitive and have been "sounding off" on occasion for which there was no need.

3. The heating unit for the second floor needs to be adjusted before it functions as designed.

4. A preliminary financial statement on the construction project was given.

Afterwards, there was discussion.

Mr. Lovenstein reported that it was essential to provide adequate lighting for the parking lot area on Summers Street. After discussion and upon motion by Mr. Ray, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the Building And Grounds Committee be authorized to proceed with the purchase and installation of proper outdoor lighting of the parking lot facing Summers Street.

Construction Account - St. Albans Branch Library. Mr. Lovenstein submitted the invoices listed below for payment:

S. Spencer Moore Company	$3,065.00
Rose City Press	96.00

It was moved by Mr. Lovenstein, seconded by Mr. Snyder, that payment be made for the foregoing invoices. Motion carried.

Budget Committee. Mr. Hopkins, Chairman, Budget Committee, reported that the Kanawha County Public Library is scheduled to receive an additional $25,119.00 of state funds granted by the West Virginia Library

Commission. His report is as follows:

"11/9/71

"The West Virginia Library Commission, through the Library Services and Construction Act, has allocated to the Kanawha County Public Library $25,119.00 for the purchase of furniture, equipment and books.

"It was made clear that the Library Commission expected a substantial part of this grant to be spent for the benefit of the branch libraries of the Kanawha County Public Library.

"With this directive in mind, it is recommended that the following purchases be made:

Building and Grounds
Kanawha County Public Library

Air Conditioner - Truck - Roof Mounted	$ 600.00 est.
Total	$ 600.00

Catalog Department
Kanawha County Public Library

1 Card Catalog, Walnut, 72 drawer, #24372R		$ 1,150.00
1 Typewriter, Royal, 13" Carriage $225.00 - Machine 40.00 - Platen $265.00		265.00
2 Book Trucks, Walnut	154.00 each	308.00
3 Sliding Shelves (Steel)	25.00 each	75.00
1 Cardex File (1 top and 6 drawers)		81.00
Total		$ 1,879.00

Circulation Department
Kanawha County Public Library

1 Typewriter, Royal, 13" Carriage	$ 225.00
Shelving, Double-Faced, Six Sections One End Panel Ames TD 90-10 (1 starter and 5 adders)	652.00
Total	$ 877.00

Reference Department
Kanawha County Public Library

3 Filing Cabinets w/locks - $234.75 each #7455-S - 5 drawer, tan - $704.25 rounded out to $705.00	$ 705.00
1 Microfiche Reader/Printer 3M - Executive #1	360.00
Total	$1,065.00

Dunbar Public Library

1 Typewriter, Electric, IBM Selectric	$ 486.00
1 Air Conditioner, window type	400.00
Total	$ 886.00

Nitro Public Library

No recommendation for furniture and equipment because the Nitro library may submit an application for construction funds which would include furniture and equipment in project cost.

South Charleston Public Library

1 Typewriter, Selectric, IBM	$ 486.00
2 Record Browser Bins #4048 Gaylord @ $206.00	412.00
Total	$ 898.00

A summary of the recommended expenditures follows:

Furniture and Equipment

Building and Grounds	$ 600.00	
Catalog Department	1,879.00	
Circulation Department	877.00	
Reference Department	1,065.00	
Dunbar Public Library	886.00	
South Charleston Public Library	898.00	$ 6,205.00

Books

Boys and Girls Department	1,000.00	
Circulation Department	2,000.00	
Extension Department	2,000.00	
Reference Department	1,975.00	
St. Albans Branch Library	5,939.00	
Periodicals	2,000.00	
Dunbar Public Library	1,000.00	
Nitro Public Library	1,000.00	
South Charleston Public Library	2,000.00	18,914.00
		$25,119.00

"You will note that $4,421.00 is being expended for furniture and equipment for the Kanawha County Public Library and $1,784.00 is being spent for furniture and equipment for branch libraries, a total of $6,205.00.

"You will further note that $8,975.00 is being spent for books for the Kanawha County Public Library and $9,939.00 for books for branch libraries, a total of $18,914.00.

"The division of the grant between the Kanawha County Library and branch libraries follows:

Kanawha County Library	$13,396.00
Branch Libraries	11,723.00

"I move that the Board of Directors accept this report and approve the recommended purchases.

/s/_____
Charles Hopkins, Chairman
Budget Committee"

After discussion, it was moved by Mr. Hopkins, seconded by Mr. Ray that the Board of Directors accept the report and approve the recommended expenditures. Motion carried.

It was moved by Mr. Hopkins, seconded by Mr. Ray, that the library's budget for the 1971/1972 fiscal year be amended to show receipts and expenditures as listed below:

Account #3150 - Furniture and Equipment	$ 6,205.00
Account #2200 - Books	18,914.00
Total of above Grant-In-Aid	$25,119.00

Motion carried.

Services to the Community Committee. Mr. Springer reported that a study of the St. Albans Branch Library on personnel scheduling and public service hours, suggested by the Library Director, had been prepared by Mr. Willits, branch librarian. The proposed plan provides for a more effective use of staff time while giving an additional 10 1/2 hours of service to the public. The schedule is as follows:

Monday	9:00 a.m. - 9:00 p.m.
Tuesday	9:00 a.m. - 9:00 p.m.
Wednesday	9:00 a.m. - 5:30 p.m.
Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 5:30 p.m.
Saturday	9:00 a.m. - 5:30 p.m.

The proposed plan, it is estimated, would not increase costs. Mr. Springer reported that the Library Director, the St. Albans staff and the St. Albans Branch Library Board had approved the proposed plan and recommended that it be adopted.

After discussion, upon motion by Mr. Springer, seconded by Mr. Lovenstein, it was unanimously

RESOLVED, That the study for personnel scheduling and public service hours as recommended and presented be adopted and become effective December 6, 1971.

Motion carried.

Mr. Springer reported that the Library Director had been informed by Mr. Irving Bowman, architect, that the former Conlon Baking Company Building being remodeled for use by City National Bank had additional and available space suitable for branch library purposes. After discussion, upon motion by Mr. Springer, seconded by Mr. Williamson, it was unanimously

> RESOLVED, That consideration of the Conlon Baking Company Building as a proposed site for branch library in Kanawha City be referred to the Services to the Community Committee for further study.

Motion carried.

Public Relations Survey. The Library Director recommended that Mr. Frederick Glazer, of Chesapeake, Virginia, be employed as a consultant to conduct a survey on public relations and promotional campaign techniques for Kanawha County Public Library with Library Services and Construction Act funding provided by the West Virginia Library Commission. Following discussion, upon motion by Dr. Riggleman, seconded by Mr. Snyder, it was unanimously

> RESOLVED, That Frederick Glazer of Chesapeake, Virginia be employed to conduct a survey on public relations and promotional campaign techniques for Kanawha County Public Library at a fee not to exceed $125.00.

Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 14, 1971

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 14, 1971 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Mr. Ray
Mr. Snyder
Mr. Springer
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the November 9, 1971 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of November. Comments and discussion included the following:

1. A collection of materials removed from the cornerstone of the former Charleston High School Building which was later used as Mercer School, located on Quarrier Street near Broad, were exhibited. The box and its contents were presented to the Library by the Kanawha County Schools and will be added to our collection of West Virginiana materials.

2. A representative collection of textbooks considered for adoption by the Kanawha County Schools were shown. The collection itself was a part of a display located in the New Book Division and exhibited for library visitors in cooperation with Mr. Snyder and his staff.

3. The Kiwanis Club of Charleston presented to the Kanawha County Public Library a painting entitled, "Barnyard Clutter" by Mr. Ben Freedman of the art faculty at West Virginia University. The painting was exhibited and is scheduled to be displayed in the Administrative Office.

4. Mentioned briefly but with the expectation of a more complete report to be given later, the Director spoke of many "outreach" programs being promoted by Mr. Willits, Branch Librarian, and members of his staff.

5. A copy of an overdue notice dated February 18, 1950 and mailed to a delinquent borrower residing on Smith Street was exhibited because the bill of $6.07 was paid by check in December, 1971 nearly 22 years later. The young man's mother, I was told, found the bill and felt obligated for the loss of materials.

Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 174 and General Bills List No. 174 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 173, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, presented a report on the St. Albans Branch Construction Project. He commented on the following:

1. Although some work remains to be done by the contractor, progress has been made and should be completed soon and without difficulty.

2. Of immediate concern to the architect, staff and committee are the new heating units which have failed to operate satisfactorily. The architect is confident, however, that the problems will be resolved quickly and easily. A meeting and inspection with the manufacturer's representative and a heating specialist has been scheduled for the afternoon of this meeting.

3. The library has been informed by its insurance representative, D. C. Gallaher, that a new statement of value has been prepared and filed with the West Virginia Rating Bureau. The changes are noted as follows:

123 Capitol Street Building	St. Albans Branch Building
From $2,460,000	From $150,000
To $2,475,000	To $300,000
123 Capitol Street	**St. Albans Branch**
Furniture, Equipment and Shelving $300,000	Furniture, Equipment and Shelving $30,000

In response to a question, the Library Director noted that the Library's book collection was insured for $2,008,583.00. Following discussion, upon motion by Mr. Lovenstein, seconded by Mr. Ray, it was moved that the "Statement of Values" as submitted be accepted. Upon a vote being taken, the motion was carried.

Construction Account - St. Albans Branch Library. Mr. Lovenstein submitted the invoices listed below for payment:

Meco - A/V	$466.20
Property Protection Company	176.55
Rose City Press	532.00
Rose City Press	38.00

It was moved by Mr. Lovenstein, seconded by Mr. Ray, that payment be made for the foregoing invoices. Motion carried.

Personnel Committee. Mr. Springer, speaking for the Personnel Committee, submitted the application of Miss Helen J. Lind who is being considered for the position of Children's Librarian, St. Albans Branch Library to succeed Mrs. Nancy VanAuken who resigned effective December 21, 1971. The VanAuken family is moving to Richmond, Virginia. Mr. Springer noted that several officers of the St. Albans Library Board, Mrs. Casto and Mr. Greenwood, were invited and did meet with Miss Lind. Mr. Springer then presented a brief review of Miss Lind's educational and professional qualifications.

Following discussion and upon motion by Mr. Springer, seconded by Mr. Snyder, it was unanimously

> RESOLVED, That Helen J. Lind be employed as Children's Librarian to succeed Nancy VanAuken at the St. Albans Branch Library at an annual salary of $8,400.00 beginning January 1, 1972.

Motion carried.

NEW BUSINESS

City of St. Albans Proposed Appropriation. Mr. Springer reported that he had met with the City Council of St. Albans for the purpose of reaching an agreement whereby the Council of the City of St. Albans would make available to the Kanawha County Public Library "for the operation of the branch library a sum which bears the same proportion to the total assessed valuation of property in St. Albans as the amount made available for library purposes by the Council of the City of Charleston." Mr. Springer said that he was encouraged by their enthusiasm and desire to meet this responsibility. There was considerable discussion afterwards.

American Library Association Midwinter Conference. Mr. Snyder moved, Dr. Harper seconded, that the Library Board approve the payment of the expenses of the Director incurred in attending the American Library Association Midwinter Meeting in Chicago, Illinois, January 22-28, 1972 and that the sum not to exceed $350.00. Motion carried.

An Evaluation of the Children's Collection of the St. Albans Branch. The Library Director recommended that Miss Helen J. Lind be employed to prepare an evaluation of the children's collection of the St. Albans Branch with Library Services and Construction Act funding provided by the West Virginia Library Commission.

Following discussion, upon motion by Mr. Springer, seconded by Mr. Snyder, it was unanimously

> RESOLVED, That Helen J. Lind of Plainfield, New Hampshire, be employed to prepare an evaluation of the children's collection of the St. Albans Branch for Kanawha County Public Library at a fee not to exceed $100.00.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 11, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 11, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Hartman
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Snyder
Dr. Wallace

Mr. Stone, President, presided. Miss Ammar acted as Secretary in the absence of the Director, and reported that a quorum was present. The minutes of the December 14, 1971 meeting were approved.

Library Director's Monthly Report. The Library Director's report will be written and mailed.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 175 and General Bills List No. 175 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 174, duly certified and approved in accordance with

the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported that the contractor, Complete Building Service, had completed the construction of the second floor addition of the St. Albans Branch Library. After some discussion, it was moved by Mr. Ray, seconded by Mr. Snyder and unanimously

> RESOLVED, That the Library Board hereby expresses its thanks and appreciation to Mr. Lovenstein and his committee for all the work they had done on the St. Albans Construction Project.

Motion carried.

Construction Account - St. Albans Branch Library. Mr. Lovenstein, Chairman of the Building and Grounds Committee, presented and explained Certificate For Payment No. 7, dated January 6, 1972, submitted by Complete Building Service to the architect and approved by the architect, Library Director and Mr. Lovenstein. It was moved by Mr. Lovenstein, seconded by Mr. Snyder, that payment be made to the following:

Complete Building Service	$3,500.00

Mr. Lovenstein also submitted the invoices listed below for payment:

Rose City Press	$ 139.20
Thomas Office Supply, Inc.	34.90

It was moved by Mr. Lovenstein, seconded by Mr. Snyder, that payment be made for the foregoing invoices. Motion carried.

Personnel and Salary Changes. The Acting Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Lorena Ammar
Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 8, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 8, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Mr. Hartman
Mr. Lovenstein
Mr. Ray
Mr. Snyder
Mr. Springer
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the January 11, 1972 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the months of December and January. There was discussion on the following:

1. Circulation of materials and their cost per capita. It was suggested that the Library Director prepare for presentation at a later date, library services extended by this institution which are not recorded in circulation statistics. For example, the many persons who visit the library facilities and who use its services and materials without borrowing books to take home.

2. The Board of Education, the County Court and the City of Charleston/City Council have made it possible for the Library to purchase quality products at a substantial savings to us.

Approval of Bills. The Secretary submitted Book Bills List No. 176 and General Bills List No. 176 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 175, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Lovenstein, Acting Chairman, reported that the Budget Committee of Mr. Hopkins, Chairman, Mr. Jacobson, Mr. Lovenstein, Mr. Ray and Mr. Stone (Mr. Snyder, member, could not be present) met on several occasions to consider a proposed budget for the 1972/1973 fiscal year. Copies of the proposed budget, mailed previously to the Members of the Library Board, were distributed to the members present. Mr. Lovenstein then read the following report:

"February 8, 1972

"To: Kanawha County Public Library Board of Directors

From: Charles Hopkins, Chairman
Budget Committee

Re: Proposed Budget 1972-1973

"The budget which you have before you for consideration today is a result of careful study by members of the Budget Committee and directed work on the part of this Chairman and Mr. Nicholas Winowich.

"The Budget Committee decreed that with the exception of 6 salaries, one on the professional staff and 5 on the non-professional staff, salary increases had to be restricted to an increase no greater than 4%. The six increases of more than 4% were based upon the Committee's belief that the efficiency of these individuals and duties which they were fulfilling deserved a greater increase.

"It is to be noted that this budget calls for an expenditure of $617,591. This is an increase of $26,306 more than the 1971-72 budget of $591,285.

"The request for funds from the Board of Education, County Court, and City of Charleston follow:

"An increase of $8,831 over the 1971-72 request for the Board of Education; an increase of $8,831 over the 1971-72 request for the County Court; and an increase of $3,443 over the 1971-72 request for the City of Charleston. It is believed by the Budget Committee that these increases are minimal and there should be no resistance on the part of these three governmental units to the requested increases.

"It is, also, the belief of the Budget Committee that a method other than across-the-board salary increases will have to be developed in future years. The Committee questioned severely whether or not additional duties and more efficient contribution of individuals on the library staff were so equalized that a single across-the-board percentage figure could or should be granted to each employee. It is recognized that so-called per annual increases are common in public institutions but during the year the Budget Committee will explore possible standards which should be established to determine such increases.

"The Budget Committee believes that this is a good budget for fiscal 1972-73 and, therefore, I move that it be adopted."

"/s/ Charles Hopkins
Charles Hopkins, Chairman
Budget Committee"

Following discussion, upon motion duly made and seconded, the budget for the 1972/1973 fiscal year as so proposed and recommended was approved and adopted by unanimous vote of the board members present.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County. Mr. Lovenstein moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1972, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,
>
> RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,
>
> RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Snyder, and upon a vote being taken, the motion carried unanimously.

Mr. Lovenstein moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1972, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Snyder, and upon a vote being taken, the motion carried unanimously.

Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1972, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to

> perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Snyder, and upon a vote being taken, the motion carried unanimously.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported that the flood light fixtures intended to provide more adequate lighting for the parking lot area on Summers Street side of the building would be purchased and installed by Schoolfield Harvey Electric Company at a cost estimated to be less than $800.00. The work, he said, should be completed within the next week or two.

Construction Account - St. Albans Branch Library. Mr. Lovenstein reported that two new heating and cooling units located at the St. Albans Branch Library, not functioning properly, had been repaired for the sum of $225.00. The sum of $225.00 would be deducted from the contractor's retainage fee due Complete Building Service.

Mr. Lovenstein submitted the invoices listed below for payment:

The Carey System	$145.55
Heating and Cooling, Inc.	$225.00

It was moved by Mr. Lovenstein, seconded by Mr. Snyder, that payment be made for the foregoing invoices. Motion carried.

St. Albans Appropriation Committee. Mr. Springer read excerpts of a letter addressed to Paul B. McCallister, Chairman, Finance Committee, St. Albans City Council from Ralph Greenwood, President, St. Albans Library Board:

"Dear Mr. McCallister:

"Eight years ago, the St. Albans City Council, the St. Albans Library Board, and the Kanawha County Library Board reached an informal agreement regarding local contribution to the annual cost of operating the St. Albans Public Library. During this period, the annual contribution from the City of St. Albans has increased from $2,500 to $7,500, a new library building was constructed and a second floor was added. The staff increased from two full time employees in 1962 to seven full time employees in 1972. Our library circulates over 100,000 books annually and has one of the highest circulation ratios per capita of any community library in the state.

"In order to maintain the high quality of library service that the people of St. Albans have enjoyed over the past years, the Board of Directors of the St. Albans Public Library and Recreation Inc. respectfully requests that the City of St. Albans give favorable consideration to the following proposals:

"The City of St. Albans shall voluntarily contribute annually to the Kanawha County Library Board a sum based on the assessed value of property within the city limits. The ratio of contribution to assessed valuation for St. Albans shall be the same as the ratio of contribution to assessed valuation of the City of Charleston. The Kanawha County Library budget and the assessed valuations shall be taken from the year previous to that for which the St. Albans contribution is being calculated.

"In the event that the calculated contribution based on assessed value is less than $10,000, the St. Albans Library Board agrees to pay the difference between the actual calculated contribution and $10,000."

* * *

"The past contributions to the St. Albans Public Library by the City of St. Albans are gratefully acknowledged. Your continued support is solicited because of our deep conviction that the library has provided, and will continue to provide, outstanding service to all segments of our community."

NEW BUSINESS

Service to the Aging. Mr. Williamson presented the following report on library services extended to the elderly:

1. The availability and use of books and magazines printed in large type for the elderly and others who are visually handicapped.

2. Making regularly scheduled visits by the Mobilibrary to all Senior Center Residences located in Kanawha County.

3. The interest and enthusiasm of the West Virginia Commission on Aging and its Director, Dr. Louise B. Gerrard, to join with the Kanawha County Public Library and become involved in a program of books and reading aimed in the direction of residents of senior citizen homes.

4. A portable reading aid, lighted, table top device using a window like magnification screen, approximately 9 1/2" x 9" was demonstrated. Units could be made available at the Library and through the Mobilibrary with Commission on Aging funds.

After discussion, upon motion by Mr. Williamson, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Library Director be authorized to work in complete cooperation with the West Virginia Commission on Aging, Dr. Louise B. Gerrard, Executive Director, in devising and executing plans for providing library services and special equipment pertaining thereto, and through the use of the Mobilibrary, and by other means, to occupants of housing developments for the elderly. This is to be without cost to the Kanawha County Public Library, and such equipment which shall be furnished to said elderly people, is to be provided by the West Virginia Commission on Aging.

Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

BUDGET 1972/1973
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Professional	$166,013	
Non-Professional	188,604	
Substitutes	-------	
	$354,617	
Books		
Books	$ 82,300	
Binding	6,100	
Periodicals	9,500	
	$ 97,900	
Other Expenses		
Salaries - Building	$ 34,374	
Building Supplies	4,100	
Insurance	6,500	
Memberships	275	
Miscellaneous	10,007	
Office and Library Supplies	15,000	
Repairs and Maintenance	4,000	
Service Contracts	5,312	
Social Security	18,876	
Travel	1,450	
Utilities	26,925	
Vehicles - Repairs and Expense	2,900	
Workmen's Compensation	598	
	$130,317	
TOTAL OPERATING AND MAINTENANCE EXPENSES		$582,834
OTHER CAPITAL SUPPORT		
Building Purchase Contract		34,757
TOTAL BUDGET		$617,591

Receipts

Board of Education	$241,246	
County Court	241,246	
City of Charleston	94,099	
St. Albans	10,000	
Miscellaneous	16,000	
Anticipated Grant-In-Aid	10,000	
Balance with Sheriff	5,000	
Total	$617,591	
Building Purchase Contract	34,757	
Total for Operations		$582,834

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1972/1973

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$1,577.33	$ 18,928
Chief Children's Librarian	Wilma Brown - 2 months	910.00	1,820
	Helen Lind - 10 months	783.30	7,833
Children's Librarian, Branch	Helen Lind - 2 months	700.00	1,400
Chief Circulation Librarian	Ruth Figgatt	910.00	10,920
Chief Extension Librarian	Helen Miller	858.00	10,296
Chief Processing Librarian	Doris Walker	910.00	10,920
Chief Reference Librarian	Frances Gerard	832.00	9,984
Circulation Librarian	Frances Dillinger	832.00	9,984
Circulation Librarian	Clara Hampton	832.00	9,984
Circulation Librarian	Eleanor Keenan	780.00	9,360
Reference Librarian	June Martin	806.00	9,672
Reference Librarian	Gretchen Schwinger	754.00	9,048
Extension Librarian	Charlton Smith	754.00	9,048
Extension Librarian	Evelyn Coskey	780.00	9,360
Branch Librarian	Robert Willits	910.00	10,920
Preparation Librarian	Robert Simmons	676.00	8,112
Processing Librarian	Annie Liu	702.00	8,424
	Non-Professional Staff		
Administrative Assistant	Lorena Ammar	728.00	8,736
Acquisition Associate	Mae Thomas	540.00	6,480
Library Associate, Branch	Henrietta Kidd	523.75	6,285
Library Associate, Branch	Martha Moran	523.75	6,285

Position	Employee	Monthly Salary	Annual Salary
Senior Clerk, Branch	Judy Childers	$442.00	$ 5,304
Senior Clerk, Branch	Laura Shropshire	348.33	4,180
Special Clerk, Office	Virginia Banning	378.00	4,536
Special Clerk, Office	Charlotte Barton	378.00	4,536
Special Clerk, Extension	Franca Martin	442.00	5,304
Junior Clerk, Extension	Mary Lewis	332.75	3,993
Senior Clerk, Extension	Janet Ord	379.58	4,555
Junior Clerk, Extension	Juanita Brown	348.33	4,180
Junior Clerk, Extension	Frances Dice	332.75	3,993
Junior Clerk, Processing	Susan Pauley	364.00	4,368
Junior Clerk, Processing	Joycelyn Kyte	348.33	4,180
Junior Clerk, Processing	Augustine Porter	332.75	3,993
Junior Clerk, Processing	Ann Caldwell	332.75	3,993
Senior Clerk, Processing	Regina McLendon	396.83	4,762
Junior Clerk, Processing	Sandra Trimble	348.33	4,180
Senior Clerk, Processing	Patricia Whitlock	410.75	4,929
Special Clerk, Circulation	Cortez Johnson	442.00	5,304
Junior Clerk, Circulation	Janet Lambert	364.00	4,368
Junior Clerk, Circulation	Iris McDaniel	410.75	4,762
Junior Clerk, Circulation	Bonnie Fowler	332.75	3,993
Junior Clerk, Circulation	Sara Meadows	379.58	4,555
Junior Clerk, Circulation	Augusta Black	348.33	4,180
Junior Clerk, Circulation	Veronnica McKeny	317.16	3,806
Special Clerk, Boys and Girls	Betty Jane Harper	442.00	5,304
Senior Clerk, Boys and Girls	Mary Lee	364.00	4,368
Junior Clerk, Boys and Girls	Mary Trout	332.75	3,993
Senior Clerk, Reference	Onnalee Arcuri	332.75	3,993

Position	Employee	Monthly Salary	Annual Salary
Messenger	Robert Henson	$410.75	$ 4,929
Mobilibrary Driver	Floyd Bowen	582.33	6,988
Pages			5,349
Pages			14,326
Library Aides			9,614
			$188,604

Books

Books	
Boys and Girls	$11,000
Circulation	28,000
Extension	24,000
Reference	12,000
St. Albans Branch	4,000
	$79,000
Audio-Visual	$ 3,000
Binding	$ 6,100
Periodicals	$ 9,500
Postage	$ 300
	$18,900
Total	$97,900

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	James L. Thomas	$759.16	$ 9,110
Custodian	Bernard Ellis	410.75	4,929
Custodian	Herbert Hundley	426.83	5,116
Custodian	Clarence Jones	335.00	4,020
Custodian, Branch	Moses Adams	410.75	4,929
Janitress (Part-time)	Miriam Skiles	Hourly	2,090
Elevator Attendent	Mary Jackson	348.33	4,180
			$34,374

Building Supplies

Fluorescent tubes and incandescent lamps	$ 1,100
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissue and other items	3,000
	$ 4,100

Insurance

Comprehensive Insurance Program	$ 6,500

Memberships

American Library Association	$ 270
West Virginia Library Association	5
Library Automation Research/Consulting	---
	$ 275

Miscellaneous

Legal advertising	$ 300
Audit	975
Refunds on lost books - paid	400
Refunds on deposits	15
Security Officers	8,217
Petty Cash Disbursements	100
	$10,007

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationery, printed forms and other supplies	$ 4,600
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards and other supplies	6,900
Postage	
Postal cards, stamped envelopes and stamps	3,500
	$15,000

Repairs and Maintenance

General repairs and maintenance	$ 4,000

Service Contracts

Office Machines	$ 1,400
Property Protection Company recharging on fire extinguishers	60
Elevators (2) Booklift (1)	3,202
Fire Alarm System	150
Air Conditioning	500
	$ 5,312

Social Security

Contribution on earnings up to $9,000	$18,876

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting/Clarksburg	$ 300
Director to attend American Library Association Midwinter Meeting Washington, D. C.	350
Director and two staff members to attend American Library Association annual Summer Meeting/Chicago	800
Institutes and Seminars	------
	$ 1,450

Utilities

Electricity	$19,550
Gas	1,900
Telephone	3,300
Sewerage	875
Water	1,300
	$26,925

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for Mobilibrary and truck	$ 1,050
Washing and waxing Mobilibrary and truck	50
Mobilibrary and truck - maintenance and repair	1,800
	$ 2,900

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers) at 10¢ per $100	$350
Amount based on Class K-4 employees (building staff) at 35¢ per $100	120
Amount based on Class G-11 employees (Mobilibrary drivers) at $1.15 per $100	136
	$598

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 14, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 14, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Dr. Harper
Mr. Lovenstein
Mr. Ray
Dr. Wallace

Also present and welcomed were: Mrs. Nettie Casey, Mr. Douglas Anderson, Mr. Floyd Martin and Mr. Wilbur Mason, Library Aides. Mr. John Edward Topliff was absent because of illness. Library Aides, whose youngest and newest member is 66 years of age, perform a useful and valuable service at the Kanawha County Public Library by repairing and mending library materials, helping to obtain books and magazines for librarians and staff and by meeting, greeting, and helping people. Following introductions by the Library Director, each Library Aide gave a brief report of his duties.

Afterwards the Library Aides were excused from the meeting.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the library for the month of February. Comments and discussion included the following:

1. Acts of legislature affecting our employees, this institution and public libraries are briefly noted as follows:

    a) The present medical and life insurance coverage enjoyed by state employees was expanded to include persons employed by county boards of education.

    b) The Library Commission's Grant-In-Aid Program was improved by 95% from $210,000 to $410,000.

    c) The interstate library compact makes it possible for West Virginia to enter into agreements for the exchange of library services and supplies with other states who are members of the compact.

2. The building was inspected by the Charleston Fire Prevention Bureau on March 8, 1972 and found to be neat, clean and safe.

3. The memorial gift presented by Mrs. Rae Dorothy Boiarsky in memory of her son, Ivor, totaled $2,350.00.

4. The staff association, composed of employees of the Kanawha County Public Library, is publishing a newsletter which will be mailed to members of the Library Board.

Approval of Bills. The Secretary submitted Book Bills List No. 177 and General Bills List No. 177 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the two lists be paid and the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 176, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported that installation of the flood light fixture has been completed and that it was functioning satisfactorily.

Construction Account - St. Albans Branch Library. Mr. Lovenstein, Chairman, presented a financial report on the Construction Project. Total receipts, he noted, would be $180,772.00 after all monies had been received. Total expenditures would be $179,434.12. A balance-to-date, of $1,337.88 remains. Mr. Lovenstein also reported that an audit of the financial records is underway and expected to be completed soon.

Mr. Lovenstein, Chairman of the Building and Grounds Committee, presented and explained Certificate for Payment #8, dated March 3, 1972, submitted by Complete Building Service to the architect and approved by the architect, Library Director and Mr. Lovenstein. It was moved by Mr. Lovenstein, that final payment be made to the following as soon as funds are available:

Complete Building Service $3,785.90

The motion was seconded by Mrs. Anderson. Upon a vote being taken, the motion was carried.

Mr. Lovenstein also submitted the invoice listed below for payment:

St. Albans Public Library and Recreation Board $512.39

It was moved by Mr. Lovenstein, seconded by Mrs. Anderson, that payment be made for the foregoing invoice. Motion carried.

Budget Committee. Mr. Lovenstein, member of the Budget Committee, presented the "Report of An Audit of the Accounts of the Kanawha County Public Library, Charleston, West Virginia, from July 1, 1970 to June 30, 1971," submitted by Arnett, Parkins and Foster, Certified Public Accountants. Mr. Lovenstein read the Auditor's comments, and stated he had spoken with Mr. Aaron Rapking, formerly, Assistant Superintendent, Financial Affairs, Kanawha County Schools, about the report. Following discussion, upon motion of Mr. Lovenstein, seconded by Dr. Harper, it was moved that the audit report be received and filed. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 12, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 12, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Snyder
Mr. Thomas
Mr. Williamson

Also present and welcomed was: Mr. Robert D. Willits, St. Albans Branch Librarian.

Mr. Stone, President, presided and welcomed Mr. Willits. The Secretary reported that a quorum was present. The minutes of the March 14, 1972 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March. Comments and discussion included the following:

1. A brochure entitled Personal Growth in Marriage prepared by the Adult Circulation Department in cooperation with Family Service of the Kanawha Valley, was distributed to board members present. A copy would be made available to each member and would be mailed with the minutes of the meeting.

2. Another brochure, entitled, Sight Saving Books (volumes printed in large type for people who have difficulty reading regular size print) was distributed and would be made available to each board member. In each instance, the literature was printed on the library's offset duplicator.

3. The 1972 version of the Home Show, sponsored by the Charleston Area Chamber of Commerce, included, for the first time, exhibit space for cultural institutions, organizations and agencies. The Library Director, a member of the Chamber's Board of Directors, in cooperation with David Giltinan, made the above possible.

Approval of Bills. The Secretary submitted Book Bills List No. 178 and General Bills List No. 178 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Williamson, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 177, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein reported that receipts for the St. Albans Branch Library Construction project would total $180,772.00 and expenditures would equal $180,663.95. There would be, he said, an estimated balance of $108.05 which would be used to purchase additional furniture and/or equipment.

Construction Account - St. Albans Branch Library. Mr. Lovenstein submitted the invoices listed below for payment:

McCormick Office Supplies, Inc.	$ 12.50
Modern Supply Company	44.55
David P. Williams Company	218.00
S. Spencer Moore	6.48
3M Business Products Sales, Inc.	230.85
	$512.38

It was moved by Mr. Lovenstein, seconded by Dr. Riggleman, that payment be made for the foregoing invoices. Motion carried.

Services to the Community Committee. In the absence of Mr. Springer, member, Services to the Community Committee, the Library Director and Mr. Willits, Branch Librarian, reported on the proposed picture lending service considered for launching in the St. Albans Branch. Framed pictures including "Mini-Masters" for children were exhibited. Following presentation and discussion, it was suggested that the proposal be presented at the May meeting of the Library Board and that Mr. Springer prepare a motion for Library Board consideration.

NEW BUSINESS

Library Board Memberships. Since the membership terms of Mrs. Anderson, Mr. Chilton and Mr. Maurice are scheduled to expire on June 30, 1972, the President appointed a Library Board Membership Committee consisting of Mr. Ray, Chairman, Mr. Snyder and Dr. Riggleman to consider and recommend nominations for the Library Board of Directors. The committee was asked to make its report at the May meeting.

Construction Account - St. Albans Branch Library Audit Report. Mr. Lovenstein presented the "Audit Report, St. Albans Public Library Branch of the Kanawha County Public Library Board" prepared by David P. Williams, P. A., W. Va. Reg. #113. The auditor's comments were read. Following discussion, upon motion of Mr. Lovenstein, seconded by Mr. Snyder, it was moved that the audit report be received and filed. Motion carried.

Oral History Project. Mr. Williamson reported that funding of the oral history project by a private foundation seemed to be a possibility. He suggested that the foundation be solicited for a contribution to the oral history project.

After discussion, upon motion by Mr. Ray, seconded by Mr. Snyder, it was unanimously

RESOLVED, That the Library establish an Oral History Division and those interested in it be solicited for funds.

Motion carried.

Library of Congress Conference on Services to the Blind and Physically Handicapped. Mr. Stone reported that the Library Director and Mr. Smith requested authorization to attend a special conference on Library Services for the Blind and Physically Handicapped and sponsored by the Library of Congress. The meetings are scheduled to be held in Louisville, Kentucky on May 14-17, 1972. After discussion, and upon motion of Mr. Snyder, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the Library Director and Charlton Smith be granted authorization to attend the Library of Congress Conference on Library Services to the Blind and Physically Handicapped to be held in Louisville, Kentucky, on May 14-17, 1972 and that expenses not to exceed $351.00 of which not more than $100.00 are to be provided by the Kanawha County Public Library.

Personnel and Salary Changes. The Library Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

D. E. Stone
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 9, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 9, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Hartman
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Springer
Dr. Wallace
Mr. Williamson

Also present and welcomed was: Mr. Robert D. Willits, St. Albans Branch Librarian.

Mr. Stone, President, presided and welcomed Mr. Willits. The Secretary reported that a quorum was present. The minutes of the April 12, 1972 meeting were approved.

Library Director's Monthly Report. The Library Director presented a brief oral report on the activities of the Library for the month of April. There was discussion on the procedures relating to delinquent borrowers (persons who fail to return library materials on time).

The Library Director announced that Mr. Harold Kenneth McKinstry retired effective April 30, 1972. A graduate of the University of Denver Library School Class of 1934, he served in the Catalog and Reference Departments. He was employed on a subsitute basis from

October, 1965 through March, 1967. He became a full time member of the library staff in April, 1967.

Approval of Bills. The Secretary submitted Book Bills List No. 179 and General Bills List No. 179 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 178, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein reported that it became necessary to employ the services of Heating and Cooling, Inc., when the original mechanical contractor was unable, because of bankruptcy, to repair a leak in the refrigerant line which extended from the roof-top condensing unit to the first floor furnaces. The cost for labor and materials totaled $495.00. Of this amount, $100.00 in cash has been provided by the general contractor. The committee and architect were convinced that the building was still under a one year warranty and that Mr. Armstrong was obligated for the additional $395.00. The Library Director has communicated, by telephone and letter and submitted

a request for payment. No answer has been received, to-date. However, Mr. Lovenstein assured the Library Board that every effort would be made to secure this amount. The Chairman also noted that a check for $395.00 was received from the Board of Directors of the St. Albans Public Library and Recreation, Inc., to permit completion of this necessary work with the understanding that this amount would be refunded when the general contractor and/or his bonding agency made the $395.00 available to the construction project.

Construction Account - St. Albans Branch Library. Mr. Lovenstein submitted the invoices listed below for payment:

Heating and Cooling, Inc.	$ 495.00
House of Sound	329.23
Lantz Lumber Company	24.00
Pryco Incorporated	432.00
Republic Steel Corporation	344.00
Republic Steel Corporation	112.00
3M Business Products Sales, Inc.	675.00
W. Va. State Agency for Surplus Property	20.00
	$2,431.23

It was moved by Mr. Lovenstein, seconded by Mr. Springer, that payment be made for the forgoing invoices. Motion carried.

Services to the Community. Mr. Springer reporting for the Committee, reported on the proposed picture lending service scheduled to begin in the St. Albans Branch. Following considerable discussion and upon motion by Mr. Springer, seconded by Mr. Hartman, it was unanimously

RESOLVED, That the St. Albans Branch of the Kanawha County Public Library, in cooperation with the Charleston Art Gallery of Sunrise and the West Virginia Allied Artist Association, be authorized to implement an art picture lending program; and,

RESOLVED FURTHER, That the art picture lending program shall be executed without expense to the Kanawha County Public Library; that the administration of the program and all details thereto shall be the responsibility of the Library Director, Kanawha County Public Library, and/or his designate(s); and that any funding and financial responsibility in connection with the operation of the program shall be the responsibility of the St. Albans Public Library and Recreation, Inc.; and,

RESOLVED FURTHER, That it is to be understood that the program will be evaluated after its first year of operation and that its continuance or termination will be determined by the Kanawha County Public Library Board of Directors upon recommendation by its Services to the Community Committee.

Mr. Springer stated that the Rules and Regulations for the use of the St. Albans Branch Meeting Rooms (Auditorium and Conference) have been up-dated and strengthened. Following discussion it was recommended that a copy of the modified rules be made available to each member of the library board and that the matter be discussed at the June meeting.

Audio-Visual Institute, June 9, 1972. Mr. Springer reported for the Committee on Services to the Community, and recommended that Mr. Philip Fraga, Grand Award Winner, New York International Film and TV Festival, 1971, be employed as a consultant to the Aduio-Visual Institute to be held in Charleston on June 9, 1972 and sponsored in cooperation with the West Virginia Library Commission from funds provided through Library Services and Construction Act. Following discussion, upon motion by Mr. Springer, seconded by Mr. Williamson, it was

RESOLVED, That Mr. Philip Fraga be employed as a consultant for the Audio-Visual Institute to be held in Charleston, West Virginia, on June 9, 1972 at a fee not to exceed $500.00 to be satisfied from funds provided through the Library Services and Construction Act.

Motion carried.

Purchase Agreement - Ninth Payment. Mr. Lovenstein reported that the ninth payment of $35,762.84 (of which $12,078.84 is interest and $23,684.00 is for principal) was due and payable on June 1, 1972, to General Services Administration Region III. Following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Ray that the said payment be made. Motion carried.

NEW BUSINESS

Library Board Memberships. Mr. Ray, Chairman, presented the following report:

"May 9, 1972

"To: Board of Directors
Kanawha County Public Library

"Re: Report of Library Board Membership Committee

"The Library Board Membership Committee composed of Dr. Riggleman, Mr. Snyder and Mr. Ray, Chairman; present and recommend with pleasure, that the following persons be nominated to be members of the Board of Directors of Kanawha County Public Library, to-wit:

1. Mrs. Wilson Anderson, for a term of six (6) years beginning July 1, 1972;

2. Mr. John D. Maurice, for a term of six (6) years beginning July 1, 1972; and,

3. Mr. L. T. Anderson, for a term of six (6) years beginning July 1, 1972.

/s/_____, Chairman
John V. Ray

/s/_____, Member
Dr. Leonard Riggleman

/s/_____, Member
Walter F. Snyder

After discussion, and upon motion by Mr. Ray, seconded by Mr. Williamson, it was moved that the Board of Directors be instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the nominees be duly appointed. Motion carried.

Middle Atlantic Regional Library Federation. Mr. Stone reported that a meeting of the Board of Directors of the Middle Atlantic Regional Library Federation, Inc., of which the Library Director is a member, is scheduled to be held in Philadelphia, Pennsylvania, on June 2-4, 1972.

Upon motion by Mr. Ray, seconded by Dr. Wallace, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to attend the meeting of the Middle Atlantic Regional Library Federation, Inc., to be held in Philadelphia, Pennsylvania and that his expenses not to exceed $300.00 be paid.

Motion carried.

Penn State University Regional Puppet Festival. The Library Director reported that he has encouraged Miss Wilma Brown and Miss Helen Lind, Children's Librarians, to attend a meeting at the Penn State University Regional Puppet Festival on May 19-21, 1972.

Following discussion, upon motion by Mr. Lovenstein, seconded by Mr. Williamson, the following resolution was adopted:

> RESOLVED, That Miss Wilma Brown and Miss Helen Lind be granted permission to attend the Puppet Festival on May 19-21, 1972 and that their expenses not to exceed $75.00 each be paid.

Motion carried.

Library Services and Their Costs. Mr. Hartman and Mr. Willits, St. Albans Branch Librarian, presented a detailed report on the cost of providing library service. An overview entitled, Utilization of Kanawha County Public Library Including Nitro, Dunbar and South Charleston is enclosed with the minutes of this meeting. Mr. Hartman and Mr. Willits were complimented for their work.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

G. G. Stone
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 13, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 13, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Jacobson
Mr. Ray
Dr. Riggleman
Mr. Springer

Also present and welcomed was: Mr. L. T. Anderson.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the May 9, 1972 meeting were approved.

Correspondence. The President reported that the Library was in receipt of two letters. The Secretary read the following letters:

"June 9, 1972

"Dear Mr. Winowich:

"Please be advised that the Kanawha County Board of Education at its meeting last night approved the Library Board's recommendation that the following individuals be appointed to membership on the Library Board:

Mrs. Margaret Anderson
Mr. John D. Maurice
Mr. L. T. Anderson

Sincerely yours,

/s/
Walter F. Snyder
Superintendent of Schools"

The Secretary also read the following:

"506 Central Avenue
South Charleston
West Virginia 25303
May 9, 1972

"Dear Mr. Stone:

"Because of my Union Carbide transfer to Oak Ridge, Tennessee in early June, I am submitting my resignation from the Library Board to be effective on May 31, 1972. I have enjoyed my association and participation as a member of the Board.

Very truly yours,

/s/

Harold F. Hartman, Jr."

Following comments and discussion, Mr. Ray moved that Mr. Hartman's resignation be accepted with regret and that the following resoultion be adopted:

WHEREAS, Harold F. Hartman, Jr. has been of service to his community and this Library as a member of its Board of Directors since December, 1968; and,

WHEREAS, The Library Board of Directors acknowledges with appreciation and recognition his interest in and support of the Library's purposes and programs; therefore,

BE IT RESOLVED, That we accept with reluctance the resignation of Harold F. Hartman, Jr.; and that we extend our best wishes to him and to his wife, Sandra, in their new home in Oak Ridge, Tennessee.

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting and a copy be sent to Mr. Hartman.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of May. Comments and discussion included the following:

1. The litter, loiter and language of young people who loaf in and around the Capitol Street entrance to the library.

2. The library's program of "Reaching Out" in an extension of library services to the Senior and Residential Centers (Lee Terrace, Carroll Terrace, Brooks Manor, Villager Apartments, Parkland Terrace and Orchard Manor).

3. The three delinquent borrowers who were previously a cause for concern have returned library materials and have begun payment for items lost, damaged and overdue.

4. The Library Director and/or members of the staff participated in conferences including services to the visually and physically handicapped, audio-visual institute and puppet workshop.

Afterwards, the Library Director's report was accepted and ordered filed.

Dr. Riggleman's Committee. The President appointed a Special Committee of Dr. Riggleman, Chairman, Mrs. Anderson, Mr. Anderson, Mr. Ray and Mr. Snyder to consider the Capitol Street situation and to make recommendations.

Approval of Bills. The Secretary submitted Book Bills List No. 180 and General Bills List No. 180 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Springer, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 179, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Springer, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Construction Account - St. Albans Branch Library. In the absence of Mr. Lovenstein, Chairman of the Building and Grounds Committee, Mr. Springer submitted the invoices listed below for payment:

Bro-Dart, Inc.	$ 10.00
Bro-Dart, Inc.	36.00
St. Albans Public Library and Recreation, Inc.	311.00
	$357.00

It was moved by Mr. Springer, seconded by Mr. Jacobson, that payment be made for the foregoing invoices. Motion carried.

Services to the Community Committee. Mr. Springer reported that a revised copy of the proposed "Rules and Regulations For the Use of the St. Albans Branch Library Meeting Rooms" had been prepared and mailed with the minutes of the May meeting. After discussion, and upon motion by Mr. Springer, seconded by Mr. Ray, it was unanimously

> RESOLVED, That the Rules and Regulations for the St. Albans Branch Library Meeting Rooms be changed as proposed and that the said Rules so revised be adopted and that the same be attached to and made a part of the minutes of this meeting.

Budget Committee. It was moved by Mr. Ray, seconded by Mr. Jacobson and unanimously

> RESOLVED, That the unexpended balance in the salaries account which is the result of leaves of absence without pay, be used as needed for operating expenses and/or other library purposes.

Mr. Ray reported that $66,672.99 in Grant-In-Aid Funds was received by the Kanawha County Public Library in the 1971/1972 fiscal year. Expenditures were made as follows:

Account #1101 - Professional Salaries	$36,840.00
Account #2201 - Books	17,227.00
Account #2301 - Periodicals	2,000.00
Account #3151 - Furniture and Equipment	6,205.00
Account #2375 - Library School and Tuition	3,000.00
Account #3601 - Travel	1,400.99
	$66,672.99

It was moved by Mr. Ray, seconded by Mr. Springer, that the library's budget for the 1971/1972 fiscal year be amended to show receipts and expenditures as listed above. Motion carried.

UNFINISHED BUSINESS

Oral History Project. Mr. Ray called to the attention of the meeting a recent development generally referred to as "Oral History," i.e., the preservation, usually by a tape recorder, of the reminiscenses of persons who have participated in or observed events of historical interest or have experienced a way of life which will never return.

The subject was discussed at great length and on motion duly made, seconded and unanimously carried, the following resolution was adopted:

WHEREAS, Knowledge which is an invaluable primary source of material for historians, sociologists and others can and should be preserved by the use of modern oral history techniques; and

WHEREAS, It is proper and desirable that Kanawha County Public Library participate in the development of such oral history projects;

THEREFORE, BE IT RESOLVED:

1. Kanawha County Public Library shall without delay undertake and/or sponsor an oral history project on the terms set out in this resolution.

2. The project shall be managed by a Committee, of which the Director of Kanawha County Public Library shall be chairman and Leonard Riggleman, Charles A. Williamson and L. K. Lovenstein shall be members. Vacancies shall be filled by the President of Kanawha County Public Library.

3. The Committee is vested with full authority to initiate and supervise the project and to control it in all respects.

4. Funds of Kanawha County Public Library shall not be expended for or in connection with the project unless expressly authorized by the Board of Kanawha County Public Library; but contributions of others may be solicited in such manner as the President of Kanawha County Public Library approves.

5. The Committee shall from time to time report to Kanawha County Public Library the progress of the project and make such recommendations as will increase its effectiveness.

6. The project shall be known as the Oral History Division of Kanawha County Public Library.

NEW BUSINESS

Nominating Committee - Election of Officers. The President appointed a Nominating Committee consisting of Mr. Hopkins, Chairman, Mrs. Anderson and Mr. Ray to consider and recommend nominations for the election of officers for 1972/1973.

State Sinking Fund. Mr. Stone reported that the sum of Four Thousand Dollars ($4,000.00) had been withdrawn from the State Sinking Fund Commission. Following discussion, upon motion by Dr. Riggleman, seconded by Mr. Springer, that authorization granted to the Library Director by the President to submit, by letter, a request to withdraw from the State Sinking Fund Commission the sum of Four Thousand Dollars ($4,000.00) be approved and that the budget for the 1971/1972 be amended to show the receipt and expenditure for that amount. Motion carried.

Fire Service Fee. Mr. Stone reported that the Library was in receipt of an invoice submitted by the City of Charleston in payment of the Fire Service Fee for the fiscal year 1971/1972. Following discussion, it was moved by Dr. Riggleman, seconded by Mr. Springer and unanimously

> RESOLVED, That the Fire Service Fee of $4,038.12 for the fiscal year 1971/1972 be paid to the City of Charleston.

American Library Association's Annual Conference. The Library Director stated that the summer conference would be held in Chicago, Illinois, from June 24-30, 1972. Upon motion by Mr. Ray and seconded by Dr. Riggleman, it was unanimously

> RESOLVED, That the expenses for the Library Director not to exceed $400.00 and an allowance of $200.00 each for two staff members (Miss Wilma Brown and Miss June Martin) be paid for attendance at the American Library Association's Annual Conference, June 24-30, 1972.

St. Albans Town Fair. Mr. Springer reported that the 1972 St. Albans Town Fair is scheduled to be held in July from the 10th through 15th of July. A goal of $25,000.00 in revenue has been proposed.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF

DR. RIGGLEMAN'S SPECIAL COMMITTEE

HELD ON

JUNE 21, 1972

A meeting of Dr. Riggleman's Special Committee was held on Wednesday, June 21, 1972 at 10:30 a.m. in the Board Room of the Library.

The following members were present:

Dr. Riggleman, Chairman
Mrs. Anderson
Mr. Anderson
Mr. Ray
Mr. Stone

Dr. Riggleman, Chairman, presided. The Library Director acted as Secretary for the Special Committee.

The Chairman reported that the Special Committee was invited to consider the Capitol Street situation and to make recommendations. Following discussion, the following materials were distributed to the members present:

1. Copy of a resolution adopted by the Board of Directors on February 10, 1959 which noted the objectives of the Kanawha County Public Library.

2. Copy of the By-Laws, as amended, and adopted by the Library Board.

3. Copy of the Kanawha County Public Library Statute, Chapter 178 of the Acts of the Legislature of West Virginia, 1957.

4. Copy of the West Virginia Public Library Law, Acts of the Legislature of West Virginia, 1961.

5. Copy of the City of Charleston Ordinance which stated that "Council has power to 'regulate, maintain and control public grounds, squares, and parks, hospitals,

market houses, city buildings, airports, libraries and other educational or charitable institutions.'"

The Library Director stated the problems and they are noted as follows:

1. Intimidating crowds blocking entrances.

2. Obscene language directed, for the most part, at young women.

3. Drugs and drinking.

4. Littering was a concern to us as well as to our neighbors.

5. Use of the library was reduced appreciably.

Following a thorough discussion of the Capitol Street problems and recommendations to be offered by the Special Committee, upon motion by Mr. Ray, seconded by Mrs. Anderson, the following resolution was unanimously adopted:

RESOLVED, That sitting on the steps and walls of the Plaza of Kanawha County Public Library be and is hereby forbidden; and

RESOLVED FURTHER, That loitering on the said Plaza is hereby forbidden; and

RESOLVED FURTHER, That the President of Kanawha County Public Library be and he is hereby authorized and directed to enforce obedience to the said rules by such means as he deems necessary, including, but not limited to, the posting of notices, the employment of guards and the removal of a part or all of the benches now on the said Plaza.

Afterwards, it was moved by Mrs. Anderson, seconded by Mr. Ray, that the Mayor and Chief of Police be informed of the recommendation and that either or both be invited to issue a public statement supporting the Library Board and stating that they would continue to use the law to correct the situation. Motion carried.

There was discussion concerning the need to hold a special meeting of the Library Board at which time the Committee's recommendation would be presented to the Library Board for action. Afterwards, it was agreed to hold a special meeting on Friday, June 23, 1972 at 4:00 p.m. in the Board Room.

On motion duly made, seconded and carried, the meeting adjourned.

L. Riggleman
Chairman, Special Committee

Nicholas Winowich
Secretary

Certified Copy

of a

Resolution

adopted by

The Board of Directors

of

Kanawha County Public Library

Charleston, West Virginia

on

February 10, 1959

* *

WHEREAS, The property owned by the United States, commonly referred to as the U.S. Courthouse (Old), may be declared surplus and be subject to disposal for library purposes; and

WHEREAS, Kanawha County Public Library, a statutory corporation created by Chapter 148 of the Acts of the Legislature of West Virginia, 1957, with its principal office and main library now situated at Lee and Hale Streets, in the City of Charleston, Kanawha County, West Virginia, desires to acquire the said property and use it for library purposes, in accordance with the requirements of the Acts of Congress pertaining to the disposition of surplus property; and

WHEREAS, Kanawha County Public Library provides free library service to all residents of Kanawha County, both adults and children, and accepts and performs the basic public library objectives as defined by the American Library Association, to-wit, that the function of a library is to, "assemble, preserve, and make easily and freely available to all people the printed and other materials that will assist them to: educate themselves continuously, keep pace with progress in all fields of knowledge, become better members of home and community, discharge political and social obligations, be more capable in their daily occupations, develop their creative and spiritual capacities, appreciate and enjoy works of art and literature, make such use of leisure time as will promote personal and social well-being and contribute to the growth of knowledge"; and

WHEREAS, The objectives of Kanawha County Public Library will be best served by the acquisition of the said U.S. Courthouse (Old), which is admirably suited for library purposes and will be used (i) as the main library building for public library service to the citizens of Charleston, South Charleston, St. Albans, Nitro, Dunbar, Clendenin, Belle and other incorporated and unincorporated areas of Kanawha County, West Virginia; (ii) in administering, promoting and extending public library services throughout Kanawha County; (iii) in collecting, organizing and making library materials available to library patrons in Kanawha County; (iv) as a respository of library materials; and (v) as the headquarters of a county-wide system of branch libraries; and

NOW, THEREFORE, BE IT RESOLVED THAT, Kanawha County Public Library make application to General Services Administration of the United States for the transfer of the U.S. Courthouse (Old) to Kanawha County Public Library for library use, upon and subject to such exceptions, reservations, terms, covenants, agreements, conditions and restrictions as the General Services Administration may require in connection with the disposal of the said property under the Federal Property and Administrative Services Act of 1949, as amended, and other pertinent Acts of Congress, and the promulgated pursuant thereto;

BE IT FURTHER RESOLVED THAT, John V. Ray, President of Kanawha County Public Library, be and he is hereby authorized, for and on behalf of Kanawha County Public Library to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution, including the preparation, execution and filing of applications, sales agreements, reports and other documents legally required; the execution, acceptance, delivery, and recordation of agreements and other instruments pertaining to the transfer of said property; and the payment of any and all sums necessary as purchase price or as costs incurred in connection with the acquisition of the said property.

* * * * * * * * * * * * * * * * * * *

We, Nicholas Winowich, Secretary of Kanawha County Public Library, and the members of the Board of Directors of Kanawha County Public Library, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Directors of Kanawha County Public Library at a meeting held on the 10th day of February, 1959, as witness our signatures and the seal of Kanawha County Public Library this 11th day of February, 1959.

BYLAWS

of

KANAWHA COUNTY PUBLIC LIBRARY

ARTICLE I

BOARD OF DIRECTORS

Section 1.

The Board of Directors shall consist of eighteen directors, who shall serve without compensation, and who are hereinafter referred to as the "Library Board." Before the first day of July, one thousand nine hundred fifty-seven, the Board of Education of the County of Kanawha shall appoint the members of the said board of directors, appointing three persons for one year, three persons for two years, three persons for three years, three persons for four years, three persons for five years and three persons for six years, respectively, the term of office commencing July first, one thousand nine hundred fifty-seven. Their respective successors shall be appointed for a term of six years each, except that any person appointed to fill a vacancy occurring before the expiration of the term vacated shall serve only for the unexpired term. A member of the Library Board shall be eligible for reappointment.

Section 2.

Unless the best interests of the library will be served thereby, not more than fourteen members of the Library Board shall be persons who reside within the City of Charleston.

Section 3.

The Library Board shall submit to the Board of Education of the County of Kanawha not later than the first day of May in each year the names of three persons whom the Library Board nominates for appointment to the Library Board for the term beginning the next July first; and shall from time to time submit the names of nominees for appointment to fill vacancies on the Library Board.

Section 4.

The Board of Education of the County of Kanawha may remove any member of the Library Board for cause which it deems sufficient.

ARTICLE II

MEETINGS OF THE LIBRARY BOARD

Section 1. Regular Meetings

The Library Board shall hold its regular meetings at the library at 4:00 p.m. on the first Tuesday of each month or at such other time and/or place as the Library Board may fix therefor, except that the July meeting shall be held on the first Friday in July.

Section 2. Annual Meeting

The annual meeting of the Library Board shall be held on the first Friday in July for the election of officers and for other business.

Section 3. Special Meetings

Special meetings may be called by the Secretary at the direction of the President, or upon the request of two members; and at least one day's notice thereof shall be given by telephone or by mail.

Section 4. Quorum

A quorum shall consist of any four members at any meeting of the Library Board.

ARTICLE III

OFFICERS: THEIR ELECTION AND DUTIES

Section 1.

The officers of the Library Board shall consist of a President, a Vice-President, a Secretary and a Treasurer, who shall be elected at the annual meeting in July, to hold their offices for one year, and until their successors are elected. They shall be members of the Library Board, except the Director may be Secretary and/or Treasurer.

Section 2.

The President shall preside at all meetings of the Library Board at which he is present; shall have general superintendence over the Library, in accordance with the policies of the Library Board; shall have authority to sign checks, drafts, contracts and other instruments, to acknowledge instruments for recordation and to affix the seal of the library thereto when required; and shall

exercise the usual functions of such office. He shall appoint all committees, and their chairmen, unless otherwise specially provided by the Library Board. He shall be an ex officio member of all committees and may be the chairman of any committee.

Section 3.

The Vice-President shall perform the duties of the President in his absence or inability to act.

Section 4.

Should the President and Vice-President be absent from any meeting of the Library Board, the members present shall select a chairman who shall preside thereat.

Section 5.

The Secretary shall keep the minutes of meetings of the Library Board, the minutes of the committee meetings, when requested, and all official records of the Library Board; and shall keep the seal of the library and affix it to all documents requiring it.

Section 6.

The Treasurer shall keep a record of money received and paid out; shall keep all financial records of the special library funds and income received by the Library Board from sources other than taxation; shall have charge of all such funds; and shall make financial statements to the Library Board when and as requested by it.

Section 7.

A vacancy in office shall be filled for the unexpired term by the Library Board.

ARTICLE IV

COMMITTEES

Section 1.

As soon as convenient after the annual meeting of the Library Board, the President shall appoint from the Library Board the following standing committees:

Book Committee
Budget Committee
Building and Grounds Committee

Finance Committee
Gifts, Bequests and Endowment Committee
Personnel Committee
Services Committee

and such special committees as the President shall determine. Each of the aforesaid standing committees shall consist of five members.

Section 2. Book Committee

The Book Committee shall, subject to such instructions as the Library Board may give, direct the policy of the library in the selection, purchase and binding of books, pamphlets, magazines, and newspapers, and the selection and purchase of films, phonograph records and other non-book materials.

Section 3. Budget Committee

The Budget Committee shall prepare an annual budget of expenditure, and submit it to the Library Board.

Section 4. Building and Grounds Committee

The Building and Grounds Committee shall have supervision of the library building, vehicles, equipment and grounds.

Section 5. Finance Committee

The Finance Committee shall supervise and manage the special library funds and income received from sources other than taxation. The President of the Library Board may be chairman of the committee and the Treasurer of the Library Board may be treasurer of the committee.

Section 6. Gifts, Bequests and Endowment Committee

The Gifts, Bequests and Endowment Committee shall be charged with the responsibility of informing the public of the opportunity for gifts, bequests and endowments to the library, and the study of all questions arising in connection with gifts, bequests and endowment funds.

Section 7. Personnel Committee

The Personnel Committee shall advise the Director in the employment and/or discharge of the library staff. All professional staff appointments and dismissals shall be made by the Library Board, after receiving the recommendation of the Director and the Committee. All non-professional and custodial staff shall be appointed by the Director, under such rules as the Personnel Committee may adopt therefor.

Section 8. Services Committee

The Services Committee shall, subject to such instructions as the Library Board may give, direct the policy of the library in the extension of library services to the communities of Kanawha County, other than the City of Charleston, by bookmobile and other methods; and, generally, the services rendered to the citizens of Kanawha County by the library.

ARTICLE V

DIRECTOR, ASSISTANT-LIBRARIANS AND EMPLOYEES

Section 1.

The Library Board shall elect a Director to serve, during the pleasure of the Library Board, at a salary to be fixed by the Library Board.

Section 2.

The Director shall have the management and control of the library under the rules, regulations and directions of the Library Board, and shall be responsible for the care and safe-keeping of all the library property. The Director shall make a written report at each regular meeting of the Library Board, telling of the activities of the library during the previous month. This shall be filed and preserved as a permanent record. The Director shall prepare an annual written report showing fully the operations of the library, which report shall be filed as a part of the minutes of each annual meeting of the Library Board.

Section 3.

The Director shall make recommendations to the Library Board for employment, promotion, dismissal, compensation and duties of assistant librarians and other employees.

ARTICLE VI

EXPENDITURES

Section 1.

All bills for books, pamphlets, magazines, newspapers, bindings, films, phonograph records, and other non-book materials, shall be certified by the Director, approved by the Chairman or any two members of the Book Committee, or any two members of the Library Board, before they are presented to the Library Board. All other

bills shall be certified by the Director, approved by the Chairman or any two members of the Finance Committee, or any two members of the Library Board, before they are presented to the Library Board.

Section 2.

After bills have been approved by the Library Board, they shall be transmitted by the Director to the proper department of the Board of Education for payment, unless the Library Board directs otherwise.

ARTICLE VII

MAIN LIBRARY, LIBRARY EXTENSION AND BRANCH LIBRARIES

Section 1.

The Library Board shall maintain a main library building, at Lee and Hale Streets, in the City of Charleston, West Virginia.

Section 2.

The Library Board may provide for the extension of library service to the other communities of Kanawha County by branch libraries, bookmobile or otherwise.

ARTICLE VIII

HOURS AND RULES

Section 1.

The Library Board shall fix the hours during which the library shall be open.

Section 2.

The Library Board shall have the power to establish rules and regulations for the government of the library, and the care and preservation of the library property.

ARTICLE IX

ORDER OF BUSINESS

Section 1.

The order of business at the regular meetings of the Library Board shall be:

1. Roll call
2. Approval of minutes
3. Report of Director
4. Reports of Committees
5. Approval of bills
6. Unfinished business
7. New business

ARTICLE X

AMENDMENTS

Section 1.

These bylaws may be amended by vote of a majority of the whole Library Board in regular meeting assembled.

Above bylaws adopted July 1, 1957

RESOLVED, That Section 1 of Article III of the Bylaws of the Kanawha County Public Library be amended so as to read as follows:

> The officers of the Library Board shall consist of a President, two Vice-Presidents, a Secretary and a Treasurer, who shall be elected at the annual meeting in July, to hold their offices for one year, and until their successors are elected. They shall be members of the Library Board, except the Director may be Secretary and/or Treasurer.

(Resolution adopted July 7, 1961)

RESOLVED, That the Bylaws of the Kanawha County Public Library be amended by adding the words "Insurance Committee" to Section 1 of Article IV thereof, and by adding the following section to the said Article IV, to-wit:

"Section 9. Insurance Committee.
The Insurance Committee shall from time to time and at least semi-annually review the insurance carried by Kanawha County Public Library and recommend to the Library Board what changes, if any, should be made therein."

(Resolution adopted January 17, 1967)

RESOLVED, That Section 2 of Article IV of the Bylaws of the Kanawha County Public Library be amended to read:

The Book Committee shall, subject to such instructions as the Library Board may give, direct the policy of the library in the selection, purchase, binding, cataloging and indexing of books, pamphlets, magazines, and newspapers, and the selection and purchase of films, phonograph records and other non-book materials.

(Resolution adopted October 10, 1967)

RESOLVED, That Section 1 of Article VII of the Bylaws of the Kanawha County Public Library be amended to read:

The Library Board shall maintain a main library building, at 123 Capitol Street, in the City of Charleston, West Virginia.

(Resolution adopted October 10, 1967)

ENROLLED

House Bill No. 161

(By Mr. Davis and Mr. Jones)

[Passed March 6, 1957; in effect ninety days from passage.]

AN ACT to establish the Kanawha county public library to serve the residents of the city of Charleston and of the county of Kanawha; to create a library board with power to operate the said public library; to provide a stable method of financing the operation of the said public library; and to confer upon the employees of the said public library the benefits of chapter twenty-three, article seven-a, chapter eighteen, article seven, chapter five and chapter twenty-one-a of the code of West Virginia, one thousand nine hundred thirty-one.

Be it enacted by the Legislature of West Virginia:

Section 1. *Kanawha County Public Library Created.*—There is hereby created a public library, which shall be known as the "Kanawha County Public Library," which shall be supported by the board of education of the county of Kanawha, the county court of Kanawha county and the

city of Charleston, as a joint endeavor of the three governing authorities in the manner hereafter prescribed.

Sec. 2. *Board of Directors; Appointment, Powers and Duties.*—There shall be a board of eighteen directors, who shall serve without compensation. Before the first day of July, one thousand nine hundred fifty-seven, the board of education of the county of Kanawha shall appoint the members of the said board of directors, appointing three persons for one year, three persons for two years, three persons for three years, three persons for four years, three persons for five years and three persons for six years, respectively, the term of office commencing July first, one thousand nine hundred fifty-seven. Their respective successors shall be appointed for a term of six years each, except that any person appointed to fill a vacancy occurring before the expiration of theterm vacated shall serve only for the unexpired term. A member shall be eligible for reappointment. The board of education of the county of Kanawha may remove any director for cause which it deems sufficient. There shall be an annual meeting of the board of directors on the first Friday in July in each year;

and a monthly meeting on the day in each month which the board may designate in its by-laws. A special meeting may be called by the president, the secretary or any two members of the board, and shall be held only after all the directors are given notice thereof. At all meetings four members shall constitute a quorum. At each annual meeting the board of directors shall elect, from its membership, a president, a vice president, a secretary and a treasurer: *Provided, however,* That the librarian may be elected secretary and/or treasurer. The board of directors shall adopt such by-laws, rules and regulations as are necessary for its own guidance and for the administration, supervision and protection of the library and all property belonging thereto. The board of directors shall have all the powers necessary, convenient and advisable for the proper operation, equipment and management of the said library; and, except as otherwise specially provided in this act, shall have the powers and be subject to the duties which are conferred and imposed, respectively, upon library directors by sections six, seven, eight, nine, ten and eleven of article one of chapter ten of the code

of West Virginia, one thousand nine hundred thirty-one, as presently amended. The board of directors shall have the benefits arising out of the creation and continuance of the state library commission of West Virginia.

Sec. 3. *Library Board to be a Corporation.*—The board of directors of the public library hereby created shall be a corporation; and as such it may contract and be contracted with, sue and be sued, plead and be impleaded, and shall have and use a common seal.

Sec. 4. *Title to Property.*—The title to all property, both real and personal, now devoted to public library purposes by the board of education of the county of Kanawha in connection with the operation by it of a public library in the city of Charleston and the county of Kanawha shall, on July first, one thousand nine hundred fifty-seven, vest in the public library hereby created.

Sec. 5. *Financing.*—In order to provide for the support, maintenance and operation of the public library hereby created, and any and all branches thereof, the supporting governing authorities shall, upon written request by its board of directors, levy annually as follows within the

respective taxing districts of the governing authorities, on each one hundred dollars of assessed valuation of the property taxable in the area served by it according to the last assessment for state and county purposes, amounts not exceeding the following amounts for the fiscal year beginning July first, one thousand nine hundred fifty-seven, and for each succeeding fiscal year, as follows: by the board of education of the county of Kanawha, class one, one cent; class two, two cents; class three, four cents; class four, four cents; by the county court of Kanawha county, class one, one cent; class two, two cents; class three, four cents; class four, four cents; and by the city of Charleston, class one, one cent; class two, two cents; class four, four cents. Each year the board of directors shall request each of the three governing authorities to levy the same amount on each one hundred dollars of assessed valuation of property of the same class, and the amount of the levy on the respective classes of property shall be in the same ratio as the maximum amount of levy on the said classes of property authorized herein. In addition to the aforesaid amounts which, upon written request by

the board, the governing authorities shall levy, each governing authority may support the public library with any other general or special revenues or excess levies. All income realized by the operation of the public library from any sources other than the above levies shall be used by the board of directors for the support and maintenance of the public library.

Sec. 6. *Disbursements.*—All money collected or appropriated by the three governing authorities for library purposes shall be deposited in a special account of the board of education of the county of Kanawha, and shall be disbursed by it, as directed by the board of directors, for salaries, wages, books, magazines, pamphlets, papers, pictures, records, machinery, equipment, supplies, services and other costs and expenses of operating the public library and maintaining, repairing and replacing its property, as well as acquiring additional property.

Sec. 7. *Status of Employees.*—All employees of the public library hereby created shall be deemed to be employees of the board of education of the county of Kanawha, insofar as the provisions of chapter twenty-three, article

seven-a; chapter eighteen, article seven; chapter five and chapter twenty-one-a of the code of West Virginia, one thousand nine hundred thirty-one, as presently amended, are concerned; and the board of education of the county of Kanawha shall be reimbursed from the funds of the public library for all expenditures made for premiums and other costs in accordance with the provisions of the said statutes.

Sec. 8. *Effect of Future Amendments of General Law.*—Amendments to article one, chapter ten of the code of West Virginia, one thousand nine hundred thirty-one, as amended, and other general laws shall control this act only to the extent that they do not conflict with the special features hereof, or unless the intent to amend this act is clear and unmistakable.

Sec. 9. *Severability.*—If any provision hereof is held invalid, such invalidity shall not affect other provisions hereof which can be given effect without the invalid provision, and to this end the provisions of this act are declared to be severable.

The Joint Committee on Enrolled Bills hereby certifies that the foregoing bill is correctly enrolled.

Chairman Senate Committee

Chairman House Committee

Originated in the House of Delegates

Takes effect ..... passage

Clerk of the Senate

Clerk of the House of Delegates

President of the Senate

Speaker, House of Delegates

The within ..... this the

day of ....., 1957.

Governor

WEST VIRGINIA PUBLIC LIBRARY LAW

SOURCES:

West Virginia Code, 1955, Chapter 10, Article 1, p. 367-370

Acts of the Legislature of West Virginia, 1961, Chapter 112, Article 1, p. 386-391

Article 1. Public Libraries.

Section

1. Public library and governing authority defined.
2. Power of governing authority to establish and maintain libraries; levy.
3. Regional library defined; apportionment of regional library expenses.
3a. Authority of regional library board to disburse funds.
4. Contract with existing public library.
5. Board of library directors; qualifications; term of office; no compensation.
6. Board of library directors; powers and duties.
7. Free use of libraries.
8. Board of library directors; annual report.
9. Library board to be a corporation; vesting of title to bequests or donations.
9a. Collection of fees and service charges; assessment of fines, etc.; sale of surplus or obsolete materials or equipment; deposit and disbursement of receipts.
10. Injury to library property; penalty.
11. Wilful retention of library property.
11a. Application of article.

[1]. Public Library and Governing Authority Defined. - The term "public library" as used in this article shall be construed to mean a library maintained wholly or in part by any governing authority from funds derived by taxation and the services of which are free to the public, except for those charges for which provision may be made elsewhere in this article. The term shall not, however, include special libraries, such as law, medical or other professional libraries, or school libraries which are maintained primarily for school purposes. The term "governing authority" shall be construed to mean county court, county board of education of the governing body of any municipality.

[2]. Power of Governing Authority to Establish and Maintain Libraries; Levy. - A governing authority, either by itself or in cooperation with one or more other such governing authorities, shall have the power to establish, equip and maintain a public library, or to take over, maintain or support any public library already established. Any library established, maintained or supported by a governing authority may be financed either (1) by the appropriation from the general funds of the governing authority of a sum sufficient for the purpose, or (2) by the imposition of an excess levy for library purposes, in accordance with the provisions of section sixteen, article eight, chapter eleven of this code.

Such sums as are appropriated hereunder may be transferred to the public library board for deposit and disbursement as the public library board shall direct. By such transfer the governing authority designates the public library board as its disbursing agent.

[3]. Regional Library Defined; Apportionment of Regional Library Expenses. - A regional library is a public library established and/or maintained by two or more counties, by action of their governing authorities, under the terms of a contract to which they all agree. The expenses of the regional library shall be apportioned between or among the counties concerned on such a basis as shall be agreed upon in the contract.

[3-a]. Authority of Regional Library Board to Disburse Funds. - The governing authorities which maintain a regional library may contribute the apportioned sum to the regional library board, such contributions to be deposited as the regional library board shall direct and to be disbursed by the officer designated by that board. By such contribution the governing authority designates the regional library board as its disbursing agent.

[4]. Contract with Existing Public Library. - The governing authority may, in lieu of supporting and maintaining its own public library, enter into a contract with an existing public library and make annual payments of money to such library, whose library materials and services shall be available without charge to all persons living within the area represented by such governing authority. Any school board may contract for school library service from an existing public library which shall agree to furnish books to a school or schools under the terms of the contract.

All money paid to a library under such a contract shall be expended solely for the maintenance and support of the library.

[5]. Board of Library Directors; Qualifications; Term of Office; No Compensation. - Whenever a public library is established under this article the governing authority or authorities, shall appoint a board of five directors, chosen from the citizens at large of such governmental division or divisions, with reference to their fitness for such office, except that in a regional library the board of directors shall consist of not less than five nor more than ten members, with a minimum of one member from each county in the region, the total number of directors and the apportionment of directors by county to be determined by joint action of the governing authorities concerned. In either case directors shall hold office for five years from the first day of July following their appointment, and until their successors are appointed and qualified: Provided, That upon their first appointment under this article a proportionate number shall be appointed for one year, for two years, for three years, for four years and for five years; and thereafter all appointments shall be for terms of five years. Vacancies in the board shall be immediately reported by the board to the governing authority and filled by appointment in like manner, and, if an unexpired term, for the remainder of the term only. A director may be removed for just cause in the manner provided by the by-laws of the library board. No compensation shall be paid or allowed any director.

[6]. Board of Library Directors; Powers and Duties. - The board of directors of each public library established or maintained under this article shall: (a) Immediately after appointment, meet and organize by electing one member as president and one as secretary, and such other officers as may be necessary. All officers shall hold office for one year and shall be eligible for reelection. (b) Adopt such bylaws, rules, and regulations as are necessary for its own guidance and for the administration, supervision, and protection of the library and all property belonging thereto as may not be inconsistent with the provisions of this article. (c) Supervise the expenditure of all money credited to the library fund. All money appropriated or collected for public library purposes shall be deposited in the treasury of the governing authority to the credit of the library fund, to be paid out on the certified requisition of the library board, in the manner provided by law for the disbursement of other funds of such governing authority, or shall be deposited as the library's board of directors shall direct and be disbursed by the officer designated by that board, such officer before entering upon his duties to gove bond payable to and in an amount fixed by the board of directors of the library, conditioned for the faithful discharge of his official fiscal duties. The cost of such bond shall be paid from the library fund. The books, records, and accounts of the library board shall be subject to audit and examination by the office of the state tax commissioner of West Virginia. (d) Lease or purchase and occupy suitable quarters, or erect upon ground secured through gift or purchase, an appropriate building for the use of such library; and have supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for library purposes. (e) Employ a head librarian, and upon his recommendation employ such other assistants as may be necessary for the efficient operation of the library.

[7]. Free Use of Libraries. - Each library established or maintained by any governing authority shall be free for the use of all persons living within the area represented by such governing authority, except for those charges for which provision may be made elsewhere in this article. The use of the library is subject to reasonable rules and regulations adopted by the library board. The board may extend the privilege and use of the library to non-residents upon such terms and conditions as it may prescribe.

The board may exclude from the use of the library under its charge any person who wilfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities.

[8]. Board of Library Directors; Annual Report. - The board of directors shall make an annual report for the fiscal year ending June thirtieth to the governing authority or authorities appointing it, stating the conditions of the library property, the various sums of money received from the library fund, and all other sources, and how such money was expended, the number of books and periodicals on hand, the number added and withdrawn during the year, the number of books lent, the number of registered users of such library, with such other statistics, information and suggestions as may be deemed of general interest. A copy of this report shall be sent to the West Virginia library commission.

[9]. Library Board to be a Corporation; Vesting of Title to Bequests or Donations. - The board of directors of each public library shall be a corporation; and as such it may contract and be contracted with, sue and be sued, plead and be impleaded and shall have and use a common seal.

The title to all bequests or donations of cash or other personal property or real estate for the benefit of such library shall be vested in the board of directors to be held in trust and controlled by such board according to the terms and for the purposes set forth in the deed, gift, devise or bequest: Provided, however, That the person making the bequest or donation of cash or other personal property or real estate for the benefit of such library shall have the right and privilege to vest the title thereto in a trustee, or trustees, of his own selection, and to provide for the selection of successor trustees, and to designate the manner in which said fund or property shall be invested and used.

[9-a]. Collection of Fees and Service Charges; Assessment of Fines, etc.; Sale of Surplus or Obsolete Materials or Equipment; Deposit and Disbursement of Receipts. - The board of directors of a library established or maintained under this article may fix, establish, and collect such reasonable fees, service and rental charges as may be appropriate; may assess fines, penalties, damages, or replacement costs for the loss of, injury to, or failure to return any library property or material; and may sell surplus, duplicated, obsolete, or other

unwanted materials or equipment belonging to the library. All moneys received from these or other sources in the course of the administration and operation of the library shall be deposited in the library fund and shall be disbursed by the board of directors in the manner prescribed elsewhere in this article.

[10]. Injury to Library Property; Penalty. - Any person who shall wilfully deface or injure any building or furniture, or deface, injure or destroy any picture, plate, map, engraving, newspaper, magazine, or book, or subject of art, or any other article belonging to a public library shall be guilty of a misdemeanor, and on conviction thereof shall be punished by a fine of not less than ten dollars nor more than fifty dollars, or by imprisonment not exceeding six months.

[11]. Wilful Retention of Library Property. - Whoever wilfully retains any book, newspaper, magazine, pamphlet, manuscript, or other article belonging to any public library for thirty days after notice in writing to return the same, given after the expiration of the time that by the rules and regulations of the library such an article or other property may be kept, shall be liable for damages, to be recovered by said library board by appropriate proceedings before a justice of the peace; the recovery in each case to be paid to the proper office or custodian of the library fund: Provided, however, That the notice required hereby shall include a copy of this section.

[11-a]. Application of Article. - Nothing in this article shall be construed to abolish or abridge any power or duty conferred upon any public library already established by virtue of any city or town charter or other special act, or to affect any existing local laws allowing or providing municipal aid to libraries. Any library now operating under any city or town charter or other special act has, however, the privilege of reorganizing under the provisions of this article.

All powers granted herein shall be considered to be conferred upon public libraries existing at the time of the passage of this act.

Any provision concerning the disbursement of funds, including the designation of the depository of the library funds or of the library board's disbursing officer contained in this article, may be adopted by a library board organized under the provisions of this article, notwithstanding any other provisions of law.

8/61 (Reproduced by The West Virginia Library Commission)

ORDINANCE NO. 1970

SUBMITTED TO COUNCIL

MARCH 3, 1969

ADOPTED BY COUNCIL

JANUARY 19, 1970

AN ORDINANCE AMENDING AND REENACTING ARTICLE 9, CHAPTER 1, PART FIVE, GENERAL OFFENSES LAW, CODE OF THE CITY OF CHARLESTON, 1957, RELATING TO DISTURBANCE OF THE PEACE, BY ADDING THERETO A NEW SECTION RELATING TO DISORDERLY CONDUCT IN PLACES OF PUBLIC ACCOMODATION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CHARLESTON.

That Article 9, Chapter 1, Part Five, General Offenses Law, Code of the City of Charleston, 1957, is hereby amended and reenacted by adding thereto a new Section, to read as follows:

Section 14, Disorderly Conduct in Places of Public Accomodations

(a) It shall be unlawful for any persons to engage in Disorderly Conduct, as defined in this Article, in any place of public accomodations, including but not limited to, bus stations, railroad stations, airports and the like.

(b) It shall be unlawful for any person to loaf or loiter on the premises of any such place of public accomodations after being requested to leave by any police officer or by any person lawfully in charge of such premises.

L. H. Harris
Chief of Police

CITY OF CHARLESTON, W. VA.

RECEIVED
MAR 3 1969

BY O. Hukman Jr.
CITY CLERK

APPROVED AS TO LEGAL FORM
BDH

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 23, 1972

A special meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, June 23, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Hopkins
Mr. Lovenstein
Mr. Maurice
Dr. Riggleman
Mr. Springer

The President called the meeting to order and served as Chairman of the meeting and the Library Director served as Secretary of the meeting.

The Chairman stated that the meeting had been called for the purpose of considering the recommendation of the Special Committee on the Capitol Street problem. The Secretary reported that a notice of the meeting had been given in accordance with the Bylaws.

Dr. Riggleman, Chairman of the Special Committee, reported that the Committee had met on June 21, 1972 to discuss the Capitol Street problem. Copies of the minutes of the June 21, 1972 meeting had been mailed to all members of the Board. The Library Director distributed copies of the minutes to members present.

The Chairman read the following resolution, the adoption of which the Special Committee has recommended:

RESOLVED, That sitting on the steps and walls of the Plaza of Kanawha County Public Library be and is hereby forbidden; and,

RESOLVED FURTHER, That loitering on the said Plaza is hereby forbidden; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be and he is hereby authorized and directed to enforce obedience to the said rules by such means as he deems necessary, including, but not limited to, the posting of notices, the employment of guards and the removal of a part or all of the benches now on the said Plaza.

After discussion, it was moved by Dr. Riggleman, seconded by Mr. Hopkins, that the said resolutions, as submitted by the Special Committee, be adopted.

It was moved by Mr. Lovenstein, seconded by Mr. Ray, that the second paragraph be amended to read as follows:

RESOLVED FURTHER, That loitering and feeding pigeons on the said Plaza is hereby forbidden; and,

Motion carried.

A vote then being taken, the resolutions recommended by the Special Committee, as amended, were adopted.

The Chairman stated that the Special Committee also recommended that the Mayor and Chief of Police be informed of the appreciation of the Library Board for their cooperation in clearing the Library Plaza of the various objectionable activities which for some time have been conducted thereon, and that either or both be invited to issue a public statement evidencing such appreciation and stating that they will continue to use the law to free the patrons and employees of the library from interference and

embarrassment. After discussion, upon motion of Dr. Riggleman, seconded by Mr. Ray, the following resolutions were adopted:

RESOLVED, That a copy of the rules and regulations pertaining to the Plaza of Kanawha County Public Library which have been adopted at this meeting be delivered to the Mayor and the Chief of Police; and,

RESOLVED FURTHER, That the said recommendation of the Special Committee as reported by the Chairman be and is hereby approved; and,

RESOLVED FURTHER, That the Library Director be and he is hereby authorized and directed to meet with the Mayor and the Chief of Police as contemplated by the said recommendation.

The Library Director reported that he had received very favorable comments on the action taken by the Chief of Police.

Mr. Hopkins, Chairman of the Nominating Committee, presented the name of Forest Jackson Bowman as a member of the Library Board to fill the unexpired term of Harold Hartman. Mr. Ray moved that the report be filed and that the filling of the vacancy be considered at the annual meeting which will be held on July 7, 1972.

There being no further business, the meeting on motion duly adopted adjourned.

A. Guy Stone
President

Nicholas Winnick
Secretary

MINUTES OF AN ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 7, 1972

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 7, 1972, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mrs. Brown
Mr. Hopkins
Mr. Ray
Dr. Riggleman
Mr. Snyder
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The President welcomed Mr. Anderson who was attending his first meeting as a member of the Library Board. The minutes of the June 13, 1972 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of June. Included were the following:

1. Excerpts from a Charley Williamson letter addressed to the Library Director which indicated a good recovery with an expression of appreciation to the members of the Library Board, "for their remembrances of me."

2. Removal of the inter-library loan network teletype machine for economic reasons. Communications and inter-library loan services will not be affected because the Library Commission will continue to represent us in the network.

3. An IBM Selectric Typewriter, placed on loan in the Dunbar Public Library since June 1972, was stolen following a recent forced entry into the building. The incident has been reported to the police and to our insurance carrier.

4. Following several requests for Mobilibrary service the Extension Department is considering stops at Orchard Manor and Littlepage Terrace.

5. The Corridor Art Gallery features an exhibit of signed Ray Harm prints from the collection of Dr. H. S. Shapero.

Afterwards, the Library Director's report was accepted and ordered filed.

Library Director's Annual Report. The President stated that the Director's Annual Report would be given at a subsequent meeting of the Library Board.

Approval of Bills. The Secretary submitted Book Bills List No. 181 and General Bills List No. 181 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 180, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out in the said list be paid.

Reports of Committees.

Personnel Committee. Mr. Snyder, Chairman, reported that the Kanawha County Board of Education adopted recently, a personal leave policy which would grant a day's personal leave to each full-time

employee. Mr. Snyder stated that the guidelines for the personal leave were noted as follows:

1. Personal leave is not cumulative.

2. Personal leave may not be used the day before or the day after a library holiday.

3. Personal leave may be used only for the following reasons:

    a. Illness of a family member

    b. Graduation ceremony of employee or member of employee's immediate family.

    c. Attendance at court hearings and trials if employee is involved as plaintiff, defendant, or witness

    d. Physical examinations and hearings for armed services.

    e. Observances of religious holidays

    f. Emergencies (must be true emergencies - not hunting, fishing, hair appointment, et cetera).

Following discussion, upon motion by Mr. Snyder, seconded by Dr. Wallace, the following resolution was unanimously adopted:

RESOLVED, That the personal leave policy, with guidelines, be approved and adopted by the Library Board for the benefit of full-time employees and library aides of the Kanawha County Public Library effective July 7, 1972.

Mr. Snyder reported, also, that the West Virginia Public Employees Insurance Program which was enacted by a special session of the Legislature,

April 1972, extended coverage to employees of Boards of Education which included employees of the Kanawha County Public Library. The program is expected to begin by October, 1972. Premimum costs are paid as follows: 70% by the state and the remaining 30% by the employee. After discussion, upon motion by Mr. Ray, seconded by Dr. Riggleman, it was unanimously

RESOLVED, That the Library employees be encouraged to participate in the West Virginia Public Employees Insurance Program according to the policy established by the Kanawha County Board of Education.

Budget Committee. Mr. Hopkins, Chairman, Budget Committee, reported that the Kanawha County Public Library is scheduled to receive $45,172.00 of grant-in-aid funds made available through the West Virginia Library Commission. Mr. Hopkins stated that he would meet with the Library Director to discuss utilization of the grant. He reported also that a budget committee meeting would be held later to consider proposals and to make recommendations.

Library Board Membership Committee. Mr. Hopkins presented the following report of the Committee and submitted the name of Forest Jackson Bowman of Charleston, West Virginia, to fill the unexpired term of Harold F. Hartman, who was transferred to Oak Ridge, Tennessee.

"June 23, 1972

"Mr. President,

"Members of the Board of Directors:

"The Nominating Committee wishes to present a name today to fill the vacancy now pending on the Board of Directors.

"Speaking for the Committee, I wish to recommend that the Board submit the name of Mr. Forest Bowman to the Kanawha County Board of Education for approval as a Director to fill the vacancy.

"Mr. Bowman is the Executive Director of the West Virginia State Bar. Formerly, he served as Executive Secretary of the West Virginia Workman's Compensation Fund. In 1969, he was a special assistant to Governor Arch Moore.

"A veteran of army service, he was honorably discharged with the rank of Captain in 1967.

"Mr. Bowman is a graduate of West Virginia University where he won numerous academic honors.

"He is a member and Elder of the Oakhurst Presbyterian Church; various Masonic bodies; the West Virginia State Bar; the West Virginia Bar Association; and the American Bar Association.

"Mr. Bowman is a published author having contributed many articles dealing with incidents of the Civil War to the Civil War Illustrated, a magazine published at Gettysburg, Pennsylvania.

"I assure the Board that he will make a distinguished director for the Kanawha County Library.

"Therefore, I move this report to be accepted and Mr. Bowman's name be submitted to the Board of Education for approval."

"/s/ Charles Hopkins, Chairman
Charles Hopkins

/s/ John V. Ray, Member
John V. Ray

/s/ Mrs. Wilson Anderson, Member
Mrs. Wilson Anderson"

After discussion, the following resolution was adopted:

RESOLVED, That Forest Jackson Bowman of Charleston, West Virginia, be nominated to the Library Board to fill the unexpired term of Harold Hartman which ends June 30, 1975; and,

RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Capitol Street Situation. The President made a progress report of the Capitol Street situation and identified the concrete benches designated for removal. Afterwards, there was considerable discussion.

Election of Officers. Mr. Hopkins, Chairman, presented the following report:

"July 7, 1972

"To: Board of Directors
Kanawha County Public Library

"From: Charles Hopkins

"Re: Nominating Committee Report

"The Nominating Committee in considering recommendations for officers of the Kanawha County Public Library for the coming year noted -- (1) every organization is in truth the reflection of the spirit and interest of its administrators; and (2) an institution is nothing more than the lengthened shadow of its leaders.

"This is particularly true of the Kanawha County Public Library. The leaders of the Board of Directors have kept the purpose of the library ever supreme over mere organization and the organization ever subservient to its purpose.

"No more viable yardstick for measurement can be found when selecting nominees for office.

"Therefore,

because they have added luster to the Library with their spirit and interest;

because they have made the library a service organization without equal in the state of West Virginia; and,

because they have fulfilled all their duties and responsibilities in a most exemplary fashion;

the Nominating Committee presents the following individuals for your consideration as nominees for office:

"President -- A. Guy Stone, who has conducted the affairs of the Board through a momentous year using firmness, persuasion and example.

"Vice President -- L. K. Lovenstein, whose skills, knowledge, and wealth of experience in leadership roles has made him invaluable to the Board.

"Secretary-Treasurer -- Nicholas Winowich, whose devotion to the library exceeds requirement of duty; whose fitness for the trust placed in him has been proved a hundred-fold; and whose goals for the library always exceeds the average.

"Mr. President, I move this report be accepted."

"/s/ Charles Hopkins, Chairman
Charles Hopkins

/s/ John V. Ray, Member
John V. Ray

/s/ Mrs. Wilson Anderson, Member
Mrs. Wilson Anderson"

Mr. Hopkins moved, Mr. Snyder seconded, that the report of the Nominating Committee be received and filed.

Mr. Hopkins moved, Mr. Snyder seconded, that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named. Mrs. Brown took the chair and put the motion, which was carried, and the nominees were declared to be duly elected. Mr. Stone resumed the chair.

Personnel and Salary Changes. The Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

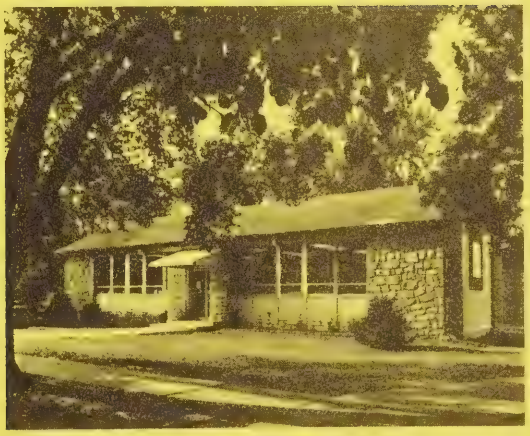
Secretary

KANAWHA COUNTY

CHARLESTON

SOUTH CHARLESTON

ST. ALBANS



DUNBAR

ANNUAL REPORT

1971-1972

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

A. Guy Stone, President
L. K. Lovenstein, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
O. M. Harper
Harold F. Hartman*
Charles T. Hopkins
Bernard H. Jacobson
Sydney M. Kleeman
John D. Maurice
John V. Ray
Leonard Riggleman
Walter F. Snyder
Donald Springer
L. Newton Thomas
William J. L. Wallace
Charles A. Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Frances Dillinger
Ruth E. Figgatt
Fran Fontaine
Frances Gerard
Clara Hampton
Eleanor Keenan
Helen Lind
Annie Liu
June Martin
Harold McKinstry
Helen Miller
Gretchen Schwinger
Robert Simmons
Charlton Smith
Jacqueline Stephenson
Doris Walker
Zetta Walker
Robert Willits

Non-Professional

Judith Adkins
Lorena Ammar
Onnalee Arcuri
Virginia Banning
Charlotte Barton
Augusta Black
Floyd Bowen
Juanita Brown
Ann Caldwell
Frances Dice
Betty Jane Harper
Robert Henson
Cortez Johnson
Henrietta Kidd
Janet Lambert
Mary Frances Lee
Mary Lewis
Franca Martin
Iris McDaniel
Regina McLendon
Sara Meadows
Martha Moran
Janet Ord
Susan Pauley
Augustine Porter
Laura Shropshire
Mae Thomas
John Topliff
Sandra Trimble
Mary Trout
Julie Underwood
Patricia Whitlock
Toni Zirkle

Building Staff

James L. Thomas, Building Superintendent

Moses Adams
Bernard Ellis
Herbert Hundley
Mary Jo Jackson
Clarence Jones

32 Additional Part-Time Staff Members

*Resigned May 31, 1972

ANNUAL REPORT 1971/1972

To The Library Board

Of The

Kanawha County Public Library

The Director's Annual Report

For the Period

July 1, 1971 to June 30, 1972

Is

Herewith Submitted

Library High... in Ranking

By Terry Marchal
Staff Writer

The library is the highest rated countywide agency.

The assessor's office is the lowest ranked, but gets a passing grade.

And the Regional Development Authority is the least-known of all county agencies.

* * *

THESE WERE the results of a Sept. 26-Oct. 4 survey in which a representative number of county residents were asked to rate county agencies.

The Gazette Poll asked 600 residents:

"How would you rate the performance of each of the following county agencies over the past year? Please rate each on a scale of excellent, good, fair or poor."

More than 60 per cent rated the Kanawha County Library from good to excellent. Close behind was the Kanawha County Board of Education with more than 40 per cent either listing it as excellent or good.

A third of the voters gave the assessor's office a rating of poor. And more than half said they didn't know when asked to rate the Regional Development Authority.

* * *

THE COMPLETE results of the survey:

County Commissioners — Excellent, 0.8 per cent; Good, 18.2 per cent; Fair, 31.8 per cent; Poor, 16.3 per cent; and 38.9 per cent didn't know.

School Board — Excellent, 6.5 per cent; Good, 37 per cent; Fair, 27.5 per cent; Poor, 16.3 per cent; and 12.7 per cent didn't know.

* * *

Kanawha County Library — Excellent, 16.8 per cent; Good, 43.7 per cent; Fair, 11.5 per cent; Poor, 4.2 per cent; and 23.8 per cent didn't know.

Parks and Recreation Commission — Excellent, 2.3 per cent; Good, 27.8 per cent; Fair, 26.5 per cent; Poor, 20.2 per cent; and 23.2 per cent didn't know.

Regional Development Authority — Excellent, 0.6 per cent; Good, 9 per cent; Fair, 22.3 per cent; Poor, 16.6 per cent; and 51.5 per cent didn't know.

Assessor's Office — Excellent, 1.2 per cent; Good, 17.4 per cent; Fair, 28.7 per cent; Poor, 33.3 per cent; and 19.4 per cent didn't know.

Sheriff's Office — Excellent, 1 per cent; Good, 21.2 per cent; Fair, 34.9 per cent; Poor, 21 per cent; and 21.9 per cent didn't know.

Civil Defense — Excellent, 3.2 per cent; Good, 29.9 per cent; Fair, 25.9 per cent; Poor, 7.6 per cent; and 33.4 per cent didn't know.

Planning and Zoning Commission — Excellent, 1 per cent; Good, 13 per cent; Fair, 26.4 per cent; Poor, 16.9 per cent; and 42.7 per cent didn't know.

The poll was taken for the Committee of 100, the county court and the Charleston Area Chamber of Commerce in an effort to help establish future priorities for the county.

Duplicate questionnaires were mailed to members of the three organizations and 529 were returned. On the rating question, the mailed survey produced similar results.

The library was rated best. The RDA was the least known.

But those in the chamber survey ranked the Parks and Recreation Commission in record and the school board fifth. RDA was rated lowest.

* * *

THOSE IN THE chamber survey were less undecided than those in the countywide field poll. At the same time, the chamber survey responses handed out more "excellent" and "poor" grades:

Commissioners, — Excellent 4.3; Good, 16.7; Fair, 39.7; Poor, 27.3; and 12 per cent didn't know.

School Board—Excellent, 12.4; Good, 36.8; Fair, 29.1; Poor, 15.8; and 5.9 didn't know.

Library—Excellent, 29.2; Good, 42.4; Fair, 10; Poor, 3.3; and 15.1, didn't know.

Parks and Recreation—Excellent, 8.6; Good, 41.6; Fair, 28.7; Poor, 9.1; and 12 per cent didn't know.

RDA—Excellent, 1.1; Good, 12.4; Fair, 28.8; Poor, 21.5; and 36.2 per cent didn't know.

Assessor — Excellent, 5.1; Good, 37.9; Fair, 26; Poor, 20.3; and 10.7 per cent didn't know.

Sheriff—Excellent, 4; Good, 27.2; Fair, 36.2; Poor, 16.3; and 16.3 per cent didn't know.

Civil Defense—Excellent, 3.4; Good, 36.2; Fair, 23.2; Poor, 13; and 24.2 per cent didn't know.

Planning and Zoning—Excellent, 2.3; Good, 17.5; Fair, 31.6; Poor, 20.9; and 27.7 per cent didn't know.

* * *

WHAT IS THE OVER-ALL rating for each agency in the two surveys?

In compiling the results, the undecided vote was eliminated. Then a school-type grading system was applied to each category; 100 for excellent, 90 for good, 80 for fair and 70 for poor.

Here is a comparison of the graded results for each agency in the two different surveys:

	Field Survey	Chamber Survey
Commissioners	81.6	79.8
School Board	87.1	82.7
Library	89.5	91.5
Parks & Rec.	81.5	85.6
RDA	78.7	78.9
Assessor	78.3	83.1
Sheriff	80.3	82.3
Civil Defense	84.2	83.8
Planning-Zoning	97.7	80.2

The countywide field survey was conducted by experienced interviewers. They did the polling in a dozen areas chosen by scientific method and representing a cross-section of the county.

Next: What is the greatest need of the people of Kanawha County?

The Charleston Gazette
November 11, 1971
Page 1

GENERAL

Those who term libraries dull and dusty places have never worked in one. Something amusing or outlandish is always happening. Like this incident, for example.

On February 18, 1950, the library routinely mailed one of its juvenile borrowers a reminder that four books were overdue on his card and requested that they be returned. We also recorded the information that, in the event of loss, the replacement charge for all four books would be a total of six dollars and seven cents. Nothing more was heard of the matter until....

On December 8, 1971 the Library received a check for six dollars and seven cents. The original notice was enclosed. The delinquent borrower, in a subsequent telephone conversation, reported to the Director that his mother had discovered the unpaid bill and insisted that he pay it.

BOYS AND GIRLS DEPARTMENT

Miss Wilma Brown of our staff was one of several persons who participated in the Pearl S. Buck Seminar held on July 5 and July 6, 1972 in Hillsboro, West Virginia. Miss Brown spoke on the values of early childhood reading. One of the organizers was Mrs. Frances Alderson Swope, formerly Chief Extension Librarian at the Kanawha County Public Library. Mrs. Swope and Miss Brown reported that the meetings were well attended and the citizens responsive.

BUILDING AND GROUNDS

Most of our office, vehicle and building supplies are purchased through the good offices of the Board of Education, City of Charleston and Kanawha County Court at substantial savings. Each of the above has made it possible for this institution to purchase quality products, including gasoline, paper and custodial

supplies, at quantity prices. Their consideration is appreciated because it is reflected in an annual savings of nearly $1,700.00.

EXTENSION DEPARTMENT

The Extension Department, in the pursuit of its responsibility to "reach-out" and to take public library service where there is little or no such activity, is making regularly scheduled stops at Senior and Residential Centers. Visits are made to Lee Terrace, Carroll Terrace, Brooks Manor and Orchard Manor in Charleston; Parkland Terrace in South Charleston and Villager Apartments in St. Albans.

Dr. Louise Gerrard, Executive Director, West Virginia Commission on Aging, is very interested, cooperative and generous in the extension of services to the aged. She has made it possible, through appropriate funding, to recruit readers from among residents of the senior centers and to train them as liason librarians. Their principal function includes helping us in bringing books and people together.

Miss Evelyn Coskey, Extension Department Librarian since June, 1964, has had several important and interesting things happen to her which are worthy of note. In October, 1971, she published an article in Library Trends entitled, "Public Library Service in the Southern Appalachian Region." Comments on the article were favorable and Miss Coskey was invited to serve as a member of an advisory board designed to couple public library services with Adult Basic Education work. This federally funded program operates through Morehead State University, Morehead, Kentucky. She was invited by Wayne State University, Detroit, Michigan, to be a part of its symposium on public library service to the functionally illiterate adult. In addition, Bowker Company, publisher of library related literature, invited Miss Coskey to prepare a book on Library Services to the Disadvantaged.

Miss Coskey recently received word from Abingdon Press, Nashville, that her book, Easter Eggs for Everyone, will be published in January, 1973.

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County Mobilibrary Will Visit Tech Center

The Kanawha County Library is extending their mobile library services to Tech Center readers. Starting Wednesday, September 1st, they will bring their 3000 volume Bookmobile to the Cafeteria parking lot during the noon hour for the convenience of employees here. Plans call for the Mobilibrary unit to return every two weeks if their is sufficient interest.

The Tech Center stop is the idea of Nick Winowich, County Library Director, who wants to provide more library service to more adults. He ressoned that there are a large number of enthusiastic readers at the Tech Center who may not find it convenient to visit the library during regular hours.

The Mobilibrary will be parked in the lot in front of the Cafeteria Building from 11:30 am until 1:30 pm. Purchased three years ago with funds made available by the West Virginia Library Commission the mobile unit is air-conditioned, carpeted, and carries some 3000 volumes divided evenly between children and adult titles. The collection is much larger since in any two week period between 10,000 and 12,000 books are borrowed. New books are added daily, and the collection is current and timely.

Books may be checked out on any card issued by a library in Kanawha County. If you don't have a library card, you can sign up for one at the Mobile unit. Cards are free to anyone who lives, works, or attends school in Kanawha County.

Books wanted that are not on the shelves of the Mobilibrary may be requested and will be brought on the next trip. Current books in demand may be reserved by paying a ten cent fee.

Present dates for the Mobilibrary to visit the Tech Center are September 1, 15, 29 and October 13 and 27. If there is enough interest, this two week schedule will be continued.

MAKING PLANS FOR THE VISIT of the Kanawha County Mobilibrary to the Technical Center are Don Springer, Employee Relations, who is a member of the Kanawha County Library Board, Mary Lewis, who is on the Mobilibrary staff, Helen Miller, director of the library's extension services, driver Flody Bowen, and library director Nick Winowich. The mobile unit's first visit to the Hill is set for Wednesday, September 1st.

ST. ALBANS BRANCH

Dedication ceremonies of the second floor addition to the St. Albans Branch Library were held on Sunday afternoon, October 3, 1971. Featured speakers were Mr. A. Guy Stone, President of the Kanawha County Public Library Board of Directors; Mr. Jim Comstock, Editor, West Virginia Hillbilly and Mrs. Henrietta Kidd of the St. Albans Branch Library.

Area artists, art lovers and the general public were invited to attend a special art exhibition at the Branch on Wednesday, July 5, 1971 between 6:00 and 9:00 p.m. Four collections were featured in a combined show that was one of the most unique art shows ever presented at the library.

One collection consisted of thirty framed reproductions of the masters. These reproductions were made available to the public on a free-loan basis on August 1, 1971. A second collection consisted of twelve framed reproductions of the masters in miniature. These reproductions, especially selected for children, were also made available for loan. The third collection featured thirty-four original works of art by thirty-one West Virginia artists. The collection was presented through the cooperation of the Charleston Art Gallery of Sunrise and was to remain in St. Albans for one year. The paintings in this collection were to be made available to the public and businesses on a rental basis after August 1. Rental fees varied from one dollar to three dollars a month. Art works in this collection were also for sale with prices ranging from twenty-five dollars to three hundred dollars. The fourth collection in the exhibit was a one-person show by Mary Morrison Sutherland, an Ohio artist.

There have been several staff changes at the St. Albans Branch Library. Mrs. Clara Hampton, who served as Branch Librarian since December, 1963, was transferred to the Adult Circulation Department on November 1, 1971. Mr. Robert Willits, formerly of the West Virginia Library Commission and Appalachian Educational Laboratory, became the new branch librarian effective November 1, 1971.

Mrs. Thomas Van Auken (Nancy), a graduate of the University of Texas School of Library Science and a former employee of both the Kanawha County Public Library (October 1965-August 1966) and the West Virginia Library Commission, was appointed Children's Librarian effective July 1, 1971. Mrs. Van Auken resigned as Children's Librarian effective December 11, 1971.

Miss Helen Lind, of Plainfield, New Hampshire, formerly associated with the Enoch Pratt Library in Baltimore, Maryland, became Children's Librarian of the St. Albans Branch effective January 3, 1972.

A new schedule was considered and adopted by the Library Board. It provides for a more effective use of staff time while giving an additional 10 1/2 hours of service to the public. Library hours at the Branch are noted as follows:

Monday	9:00 a.m. - 9:00 p.m.
Tuesday	9:00 a.m. - 9:00 p.m.
Wednesday	9:00 a.m. - 5:30 p.m.
Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 5:30 p.m.
Saturday	9:00 a.m. - 5:30 p.m.

CONFERENCES

The Fifty-Sixth Annual Conference of the West Virginia Library Association was held in Charleston at the Heart-O-Town Motor Inn, October 7-9, 1971. A total of 176 persons were registered. The Library Director was elected to the Council of the American Library Association and is scheduled to represent the state membership at Midwinter and Annual Conference of ALA.

One of the special events that seemed to bring more satisfaction to most people was the reception honoring Miss Dora Ruth Parks, Executive Secretary, West Virginia Library Association, held on Thursday evening, October 7, 1971. Miss Parks was recognized for her many years of service to the state and its people and honored as she planned to retire effective December 31, 1971.

The Library of Congress and its Division for the Blind and Physically Handicapped (DBPH) held its eighth biennial conference in Louisville, Kentucky in May, 1972 (15-17).

A record attendance of 110 persons registered; eleven of whom were from West Virginia. Representing Kanawha County Public Library were Mr. Charlton Smith and the Library Director. Highlights included reports, demonstrations of mechanized and electronic aides and a tour of the American Printing House for the Blind.

Miss Wilma Brown and Miss Helen Lind attended the Northeast Regional Puppet Festival held at Pennsylvania State University, University Park, May 19-21, 1972. Sponsored in part by the Puppeteers of America, a national organization of professional artists, amateurs and interested people, the programs consisted of panel discussions, clinics and puppet performances. Puppet shows have played an important and integral part in our library work with children.

EXHIBITS

Mrs. Andy Thomas has been responsible for arranging the very successful Christmas Tree Exhibits at Sunrise since 1967. This traditional project has been one of the highlights on the community's calendar of events and keeps getting bigger and better each year. Christmas, 1971, was exceptional because the Sunrise project included two trees for the Kanawha County Public Library. The "Night Before Christmas" tree was placed in the Boys and Girls Department and decorated appropriately. The "American 1810" tree was located on the first floor where it could be seen by everyone entering the building.

Area artists, educational institutions and cultural organizations continue to make use of the Library's John V. Ray Room and the Corridor Art Gallery for the purpose of showing their works to the public.

GIFTS

The Kanawha County Public Library received a number of important gifts within the year.

Ivor Franklin Boiarsky, late Speaker of the House of Delegates, is being honored by a Memorial fund established at the Kanawha County Public Library by his mother, Mrs. Rae Dorothy Boiarsky. The income from the principal is being used to purchase books which reflect Mr. Boiarsky's personal and professional interests. Each book will carry a bookplate indicating that it was added to the library through the Ivor Boiarsky Fund.

An additional gift of five hundred dollars was used to purchase a memorial plaque, some books and a section of walnut shelving to house the memorial collection. This has been installed in the New Books Division.

The memorial is intended to perpetuate Mr. Boiarsky's memory, and to recognize his concern in the affairs of history, government and Jewish culture, and to share with others his love of literature, biography and tennis....

A drawing by Ben Freedman, "Barnyard Clutter," has been presented to the Kanawha County Public Library by its purchaser, the Charleston Kiwanis Club.

The drawing was included in the Appalachian Corridors: Exhibition 2 showing in Charleston before being sent on tour for one year with other works in the exhibit, which is sponsored by the Charleston section of the National Council of Jewish Women.

Composed of a multitude of tiny triangles, rectangles, squares and circles drawn in black ink on a white background, the drawing represents the artist's conception of the confusion found in an ordinary barnyard.

Ben Freedman is a native of Louisiana and received degrees from Louisiana State University, Washington University in St. Louis, and the University of Arizona. He has also studied abroad. He has been the recipent of numerous

scholarships. Now on the faculty at the Creative Arts Center at West Virginia University, Mr. Freedman has taken part in nearly fifty shows and exhibitions.

Mr. Walter Snyder, Superintendent, and Kanawha County Schools presented the Library with a collection of materials removed from the cornerstone of the former Charleston High School Building which was later used as Mercer School, Quarrier Street, and is now being demolished. The contents, in excellent condition, included a Bible, newspaper copies of the Charleston Daily Gazette and Charleston Daily Mail, a history of the United States by S. P. Lee, and several lists including names of city officials, school teachers, physicians and graduates of Charleston High School from 1879 to 1902.

LIBRARY BOARD

President:	A. Guy Stone
Vice President:	L. K. Lovenstein
Secretary & Treasurer:	Nicholas Winowich

The following resolution was adopted by the Library Board at its meeting held on June 13, 1972.

> WHEREAS, Harold F. Hartman, Jr. has been of service to his community and this Library as a member of its Board of Directors since December, 1968; and,
>
> WHEREAS, The Library Board of Directors acknowledges with appreciation and recognition his interest in and support of the Library's purposes and programs; therefore,
>
> BE IT RESOLVED, That we accept with reluctance the resignation of Harold F. Hartman, Jr.; and that we extend our best wishes to him and to his wife, Sandra, in their new home in Oak Ridge, Tennessee.
>
> RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting and a copy be sent to Mr. Hartman.

RETIREMENTS

There were three retirements from the Kanawha County Public Library Staff during the period covered by this report.

In June, 1971, Mrs. Laverta Spurlock, most recently Special Clerk, Extension Department, retired after a total of 41 years of service. She first worked at the Garnet Branch Library, then transferred to the Kanawha County Public Library. On the occasion of her retirement Mrs. Spurlock was presented with a plaque in honor of her years of dedicated and faithful service with the library.

A plaque was presented to Mrs. Alice White Gygax, a library employee since June, 1960, and a circulation librarian, on the occasion of her retirement on September 30, 1971.

Mr. Harold Kenneth McKinstry, a graduate of the University of Denver Library School, and a librarian with service in Catalog, Circulation and Reference Departments, retired effective April 30, 1972. From October, 1965 through March, 1967 he was employed in a part-time capacity, filling in when other librarians were ill or on vacation. In April, 1967 until his retirement in April, 1972, Mr. McKinstry was a full-time permanent employee.

STAFF

Mrs. Annie Liu, one of our Public Library Trainees, graduated from the University of Kentucky School of Library Science with 3.5 (B+) average, a truly outstanding graduate student. She began her professional career on July 1, 1971, as Assistant Processing Librarian.

The Library Director served as Cultural Exhibits and Arrangements Chairman for the Annual Home Show sponsored by the Charleston Area Chamber of Commerce. This was the first time that cultural institutions and organizations were represented.

Eight neighborhood Youth Corps students from Kanawha County Schools were assigned work responsibilities at the Kanawha County Public Library and at the St. Albans Branch. Each student worked 24 hours a week performing a variety of tasks. The federally funded program continued through August 25, 1972 and was administered by the Board of Education.

Three members of our high school student page staff were recognized as Merit Scholars. They are:

Miss Nancy Wang - St. Albans Branch
Dennis Harkreader - Circulation Department
Donald Hayford - Extension Department

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1971 - June 30, 1972

Population served: 229,515
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Mobilibrary (58 winter scheduled stops)	1
(72 summer scheduled stops)	
Branch	1
Deposit Collections	492
Schools	36
Collections delivered - 491 juvenile	
1 adult	
Other Agencies	6
Collections delivered - 9 adult and juvenile	
Other School Stations	92
(Books borrowed by teachers from Boys and Girls Department and Mobilibrary) 12,685	
Collections lent - 73	

BOOK CIRCULATION

	1971/72	1970/71
Borrowed from Main Library		
Boys and Girls Department	204,026	235,514
Circulation Department	162,317	171,355
	366,343	406,869
Borrowed from Extension Department		
Mobilibrary	115,753	125,601
Deposit Collections	214,536	425,910
	330,289	551,511
Borrowed from St. Albans Branch		
Adult	38,144	36,939
Juvenile	69,548	63,716
	107,692	100,655

	1971/72	1970/71
Borrowed from Dunbar Public Library		
Adult	5,593	5,767
Juvenile	9,977	19,671
	15,570	25,438
Borrowed from Nitro Public Library		
Adult	887	5,228
Juvenile	1,125	8,855
	2,012	14,083
Borrowed from South Charleston Public Library		
Adult	41,341	28,468
Juvenile	46,514	52,761
	87,855	81,229
TOTAL CIRCULATION - Volumes	909,761	1,179,785

BOOK STOCK

Number of volumes at the end of the year	337,073	319,971
Number of volumes added	25,770	25,671
Number of volumes withdrawn	8,668	8,159
Number of periodicals	465	559
Number of newspapers received	47	46

REGISTRATIONS

Total number of registered borrowers	44,992	46,691
Total number of registered borrowers during year	14,276	14,677

Time required of staff: 40 hours a week

AUDIO-VISUAL MATERIALS

Microfilm Reader	6
Record Player	3
Phonograph Record Albums	6,287 titles - 7,997 discs
Motion Picture Films	23
(Indefinite loan to Kanawha County Public Library)	
Microfilm (reels)	3,477
Phonograph Records Circulated	11,910